



**Government
of South Australia**

Hon Ian Hunter MLC
Parliament House
North Terrace
ADELAIDE SA 5000

**Office of the Minister for
Environment and Water**

81-95 Waymouth Street
Adelaide SA 5000
GPO Box 1047
Adelaide SA 5001

Tel 08 8463 5680
minister.speirs@sa.gov.au

Dear Mr Hunter

I refer to your application pursuant to the *Freedom of Information Act 1991* (the Act) received by the Office of the Minister for Environment and Water on 23 July 2019, seeking access to:

All documents, notes, correspondence and any other materials relating to the appointment or recruitment of an office manager within the Minister's Office. This includes all internal correspondence within the Minister's office where the office manager hiring process was discussed.

Date range: 20/04/2019 – 23/07/2019

DETERMINATION

Searches of documents held by the Office of the Minister for Environment and Water have found sixteen documents (16) documents within scope of your request.

As the Accredited FOI Officer, I have considered the documents and determined to grant you full access to eight documents and partial access to eight documents pursuant to clause 6 of the FOI Act with personal contact information redacted.

DISCLOSURE LOG

In accordance with [PC045 – Disclosure logs for Non-personal information](#) once a determination has been provided, the Office is required to make information and documents that have been disclosed available on the Department for Environment and Water website. Information will be publicised online at <https://www.environment.sa.gov.au/about-us/freedom-of-information/foi-disclosure-log/minister-disclosure-log>.

FEES AND CHARGES

There is no charge for processing this application.

YOUR APPEAL RIGHTS

If you are dissatisfied with this determination, you are entitled to exercise your rights to internal review and appeal as outlined in the attached documentation, by completing the attached Application for Review of Determination.

If you decide to apply to exercise your rights to review, the completed form must be returned within 30 days to:

Principal FOI Officer
Office for the Minister for Environment and Water
PO Box 1047
ADELAIDE SA 5001

If you have any queries in relation to the above please contact me on telephone (08) 8463 5680 or email Minister.Speirs@sa.gov.au.

Yours sincerely



Carly McNeill
ACCREDITED FREEDOM OF INFORMATION OFFICER
Office of the Minister for Environment and Water

20 November 2019

Encl: Document schedule
Release documents

Freedom of Information DOCUMENT SCHEDULE

Reference No: 19EW0005983

Agency/Business Unit: **Office of the Minister for Environment and Water**

Title/Date: **Office Manager recruitment/appointment – received on 23/7/2019**

For period: **20/4/2019 to 23/7/2019**

Doc No	Brief Description	Date of Doc	Full Access	Part Access or Refused Access	Reason/s
1	Email providing referee details	17/6/2019		Part access	Clause 6
1a	Attachment: Resume – Sally McInnes	17/6/2019		Part access	Clause 6
2	Email regarding referee availability	17/6/2019		Part access	Clause 6
3	Email providing National Police clearance	25/6/2019	Full access		
3a	Attachment: National Police clearance for Sally McInnes	16/5/2018		Part access	Clause 6
4	Email regarding letter of offer – Office Manager	26/6/2019	Full access		
4a	Attachment: Tax file declaration			Part access	Clause 6
4b	Attachment: Bank account details			Part access	Clause 6
4c	Attachment: Employee details			Part access	Clause 6
4d	Attachment: Offer of contract letter			Part access	Clause 6
4e	Attachment: Office Manager role description	19/4/2018	Full access		
5	Department for Environment and Water (DEW) form: Request to fill a vacancy; Office Manager	11/7/2019	Full access		
6	Email notifying that Office Manager position advertisement went live to IWorkForSA website	23/7/2019	Full access		
7	IWorkforSA webpage – Office Manager, Minister's office	1/8/2019	Full access		
7a	Attachment: Office Manager role description (document same as 4e)	19/4/2018	Full access		
7b	Attachment: DEW guideline – Applicant guidelines		Full access		

Notes:

McInnes, Sally (DEW)

From: Bailey, Cullen (DEW)
Sent: Monday, 17 June, 2019 6:49 PM
To: Ross, Ken (DEW)
Subject: FW: Sally McInnes resume [SEC=Government, DLM=Sensitive:Personal]
Attachments: Sally_McInnes_resume_2018.docx

Security Classification:
 Sensitive: Personal

From: McInnes, Sally (EPA) <Sally.McInnes@sa.gov.au>
Sent: Monday, 17 June, 2019 2:04 PM
To: Bailey, Cullen (DEW) <Cullen.Bailey@sa.gov.au>
Subject: Sally McInnes resume [SEC=Government, DLM=Sensitive:Personal]

Sensitive: Personal

Good afternoon Cullen,

Thank you for meeting with me today. As requested, please find a copy of my resume attached for your consideration.

I would also like to offer the following referees:

- Suzanne Behrendt, General Manager People and Performance 6 - Documents affecting personal affairs (Current line Manager)
- Michele Virgo, A/Office Manager, Crown Solicitor's Office 6 - Documents affecting personal affairs (Previous Office Manager, Attorney-General's Office) – NB: I am still awaiting confirmation that Michele is available.

Cheers,

Sally McInnes

Team Leader Executive and Ministerial Liaison

People and Performance Group | Executive and Ministerial Liaison Team
 Environment Protection Authority
 Work Phone (08) 820 42047
 GPO Box 2607, SA Adelaide 5001



This email message may contain confidential information, which also may be legally privileged. Only the intended recipient(s) may access, use, distribute or copy this email. If this email is received in error, please inform the sender by return email and delete the original. If there are doubts about the validity of this message, please contact the sender by telephone. It is the recipient's responsibility to check the email and any attached files for viruses.



Please consider the environment before printing this e-mail.

Sally McInnes

Full Name: Sally McInnes

Address: 6 - Documents affecting personal affairs

Work: (08) 8204 2047

Mobile: 6 - Documents affecting personal affairs (Private)

E-mail: sally.mcinnnes@sa.gov.au (work)

6 - Documents affecting personal affairs (home)

Key skills and experience

- Experienced office manager with ability to provide sound advice and support to a wide range of people including Ministers, Chief Executives, Committees, Members of Parliament and the public.
- Effective, high-level written and oral communication skills and experience.
- Project management skills and efficient streamliner of workflow processes.
- Political nous with experience in interpreting legislation and complying with government policies and procedures.
- Ability to think and act strategically, develop innovative solutions and monitor and review progress.
- Diverse experience in the quality assurance, research and preparation of written materials.
- Sound knowledge of the roles, functions and responsibilities of Government at all levels
- Extensive computer skills including Microsoft Office suite, financial reporting, records management (MS SharePoint), project management and internet and desktop publishing programs. Typing speed of 50WPM.

Career summary

- Team Leader Executive and Ministerial Liaison, EPA (9 June 2014 – Current)
- Ministerial Liaison Officer SafeWork SA, Deputy Premier's Office (5 May 2013–8 June 2014)
- Manager Liaison Team, SafeWork SA (27 Aug 2012–14 Sept 2012, 8–19 Oct 2012, 29 Oct 2012–14 Dec 2012, 12 March 2013–26 April 2013, 18 Dec 2013–8 Jan 2014) (approx. 5 months)
- Principal Project Officer, SafeWork SA (February 2012–3 May 2013)
- Senior Business Support Officer, EPA (Mar 2009–Feb 2012, 23 May–2 Aug 2015) – Substantive position
- Executive Officer, Government Business, EPA (various 2007–2011 approx. 2 years in total)
- Project Officer, Strategy Management and Governance, EPA (April 2006–March 2009)
- Manager, Strategy and Governance, EPA (December 2008–January 2009)
- Project Officer (NRM Communications), DWLBC (July 2004–April 2006)
- Leader NRM Media and Communications, DWLBC (December 2005)
- Senior Marketing Officer, DWLBC (May 2005–November 2005)
- Project Officer, Office of the Chief Executive, DEH (March 2004–July 2004)
- Executive Officer, SA Landcare Committee, DWLBC/PIRSA (12 March 1998–March 2004)
- Project Officer, Premier's Food Advisory Council, PIRSA (8 Jan 1998–6 March 1998)
- Chief Administrative Officer, Minister for Primary Industries (December 1994–July 1997)
- Parliamentary Officer, Minister for Tourism and Industrial Affairs (July 1994–Dec 1994)
- Senior Clerk, Minister of Transport & Correctional Services (Oct 1989–Sept 1993)
- Correspondence Clerk, Minister of Transport & Correctional Services (July 1986–Oct 1989)
- Client Service Officer, Motor Registration Division, Noarlunga (Nov 1985–June 1986)

Professional experience - detailed

Team Leader, Office of the Chief Executive, (ASO7) Environment Protection Authority (EPA)

9 June 2014 – current

- Manage the Office of the Executive unit and ensure the effective coordination and provision of high level advice and support to the Chief Executive, Executive team, Minister and EPA Board.
- Interact with the Chief Executive, Executive, Board, Minister's Office and key stakeholders including industry, government, the media and community in the representation and management of significant and topical issues.
- Coordinate and prepare reports, briefings, presentations and responses on significant issues for the attention of the Chief Executive, Executive, Minister or EPA Board.
- Undertake consultative and liaison services for key departmental stakeholders to ensure policies, strategies and plans reflect the agency's needs and issues.
- Manage the EPA's Freedom of Information and Public Register activities.
- Prepare and quality assure Parliamentary briefing notes, Estimates briefings, responses to correspondence and Ministerial briefings.
- Undertake business planning and budget and accounting (Basware) activities for the Office of the Chief Executive and coordination and leadership of Directorate business plans.
- Ensure policy advice and analysis, reports and work practices are consistent with the quality standards required by the agency.
- Ensure appropriate recording and sharing of information to enhance the corporate knowledge of the agency.

Ministerial Liaison Officer for SafeWork SA and Public Sector Workforce Relations (PSWR) (ASO6)

SafeWork SA, located in the Deputy Premier's Office (Hon John Rau MP)

5 May 2013–8 June 2014

- Ensuring the two-way flow of information between SafeWork SA, PSWR and the Minister's office.
- Providing an advisory service to agency and ministerial staff in relation to Government and Parliamentary processes and procedures for the development of Cabinet submissions and Ministerial reports and briefings.
- Providing the Minister with materials for meeting Parliamentary expectations such as ensuring access to appropriate and timely Parliamentary briefing notes, responses to Parliamentary questions, ministerial statements and briefings or speaking notes for progressing legislative amendments.
- Ensuring that written materials provided by the Department meet quality standards and are in accordance with Government, Cabinet, Ministerial and agency standards and formats.
- Preparing executive reports, Cabinet submissions, speech notes and responses to correspondence for the Minister that are tailored to differing audiences.
- Responding to calls from members of parliament and the general public in relation to industrial relations issues.
- Assisting in the identification of unresolved and / or emerging issues to which the Minister will need to respond, and providing suggestions as to solutions, which may include (where appropriate) advice in relation to policy.

Manager Liaison Team (ASO8) SafeWork SA

Aug 2012–14 Sept 2012, 8–19 October 2012, 29 Oct 2012–14 Dec 2012, 12 March 2013–26 April 2013, 18 Dec 2013–8 Jan 2014

Current role and achievements:

- Management of a multi-disciplinary team responsible for the planning, coordination and quality control of information between SafeWork SA and the Minister's Office.
- Provide leadership and supervision including the management of all human and financial resources.
- Design and implement appropriate quality control systems and processes to effectively manage and track ministerial and executive correspondence.
- Manage requests for information under the *Freedom of Information Act 1991* and *Work Health and Safety Act 2012* in consultation with the Freedom of Information Officer & relevant Agency officers.
- Build and maintain positive, strong and effective working relationships with a range of key government stakeholders including SafeWork SA, the Minister's Office, WorkCoverSA and the Chief Executive and Deputy Chief Executive of the Department of the Premier and Cabinet.

Professional experience - detailed (continued)

Principal Project Officer, SafeWork SA Liaison Team (ASO6) SafeWork SA

Feb 2012–May 2013

- Drafted, edited and analysed responses to Ministerial questions and government enquiries.
- Coordinated and drafted Cabinet submissions, Parliamentary briefing notes, Parliamentary Committee submissions and Estimates briefings and support materials to ensure currency, accuracy and relevance.
- Provided leadership in the application of Cabinet processes and use of templates.
- Coordinated briefings etc. for Budget and Finance Committee and Auditor-General examinations.
- Maintain SafeWork SA Boards and Committees Information System and ensure they meet annual reporting requirements and deadlines.

Senior Business Support Officer (ASO6), EPA

March 2009 – February 2012, June – July 2015

- Undertake risk management, strategic and business planning processes for the Division.
- Quality control of the Division's written materials including timely, accurate preparation and recording of:
 - Parliamentary Briefing Notes and responses to ministerial briefings / correspondence
 - Cabinet submissions, speech notes, departmental briefings and broadcast emails
 - EPA Executive and Board papers and presentations
- Project management including coordination of the Division's restructure.

Executive Officer, Government Business (ASO6), EPA

Dec 2011; Dec 2010–Jan 2011, Nov 2009–Jan 2010, Dec 2007–March 2009, Nov 2006–Feb 2007

- Coordinated timely, accurate responses to EPA Ministerial requests such as:
 - preparing and updating of Parliamentary Briefing Notes
 - coordination of strategic responses to ministerial briefings, correspondence, speech notes
 - utilisation of a plain English to ensure issues of a technical or scientific nature are understood.
- Maintained the EPA's electronic records management (eCourier) system for ministerial and CE correspondence.
- Providing executive and administrative services to the Chief Executive, EPA Board and Minister.

Project Officer, Strategy Management and Governance (ASO5), EPA

April 2006–March 2009

- Strategic coordination, development and continuous improvement of annual and quarterly reporting material, including leading the production of EPA Annual Reports and Agency Statements (budget).
- Management of EPA's Cabinet business through preparing, coordinating and editing Cabinet comments and Cabinet items for the forward agenda and quality assurance of EPA submissions.
- Developed and implemented systems and processes to enable the efficient and effective management of CE and Ministerial requests.
- Prepared high quality briefings and submissions for Ministerial consideration.
- Developed and updated internal office policies for Cabinet processes and procedures.
- Coordinated cross-divisional responses to Ministerial and EPA correspondence and briefing requests.

Acting Manager, Strategy and Governance (ASO8), EPA

December 2008–January 2009

- Exercised human resource, financial and procurement delegations as authorised to ensure compliance with relevant legislation, policies, guidelines and procedures for the effective use of EPA resources.
- Compliance with records management legislation, policies and current administrative practices.
- Lead, and worked in a multi-disciplinary team who manage a range of projects, including contract management of external providers.
- Prepared and presented well-researched, clear and concise high-level reports, plans, discussion papers and submissions for consideration by the Chief Executive, Minister and EPA Board.

Professional experience - detailed (continued)

Project Officer (NRM Communications) (ASO4), Department of Water, Land and Biodiversity Conservation (DWLBC)
July 2004–April 2006

- Prepared and published Natural Heritage Trust Annual Report 2003-04 and National Action Plan for Salinity Annual Report from inception to 2004.
- Developed annual reporting templates and coordinated and presented annual reporting workshop for Executive Officers of Statutory Authorities.
- Preparation of media articles and Natural Resources Management (NRM) newsletters.
- Researched and prepared Executive presentations on NRM issues.
- Coordinated and distributed a Business and Governance Manual for regional NRM Boards.

Leader, Natural Resources Management (NRM) Media and Communications (ASO7), DWLBC
December 2005

- Edited and produced NRM Directions newsletter (December 2005).
- Edited and produced Stock Journal NRM Advertorial including regional round-ups.
- Coordinated Memorandums of Agreement for NRM media monitoring between DWLBC and regional NRM boards.

Senior Marketing Officer (ASO5), DWLBC
May 2005 – November 2005

- Ensured the general public, industry and special interest groups are aware of DWLBC's work by managing displays, exhibitions, launches at public forums and major events including:
 - road-show public display for the 50-Year Anniversary of the 1956 Floods
 - DWLBC presence at Paskeville Field Days and River Murray Youth Conference.
- Managed and maintained an updated intranet and website for DWLBC
- Worked with production houses including ensuring that produced work meets necessary quality production requirements and negotiating timelines for delivery of urgent work including DWLBC brochures, fact sheets, promotional items and presentation materials
- Supervised a full-time graphic designer and administrative officer.

Project Officer (ASO4), Chief Executive's Office, Department for Environment and Heritage (DEH)
March 2004–July 2004

- Executive support to DEH Risk Management and Audit Committees and DEH Consultative Forum.
- Coordinated the Portfolio's Budget Stakeholders Forum and Annual Reporting workshops.
- Weekly report collation and quality control.
- Prepared and communicated the DEH Risk Management Policy.
- Coordinated presentations / workshops to promote the DEH Corporate Plan.

Executive Officer, South Australian Landcare Committee (ASO4), DWLBC and Primary Industries and Resources SA (PIRSA).
March 1998–March 2004

- Promoted the landcare ethos through coordination and project management of high profile promotional activities such as the SA Landcare Awards and the Olympic Landcare Project. This included preparing and writing speech notes, MC running sheets and press releases; project and event management and budget development and reconciliations.
- Executive support to a high-level Government Committee including the preparation of agendas, minutes, briefings, annual reports and supporting materials and payment of sitting fees.
- Provided executive administrative support and policy advice on landcare issues through ministerial briefing papers, Cabinet submissions and National Landcare Project proposals.
- Provided administrative support to community landcare groups in South Australia.
- Coordinated and developed presentations and promotional materials.

Professional experience - detailed (continued)

Project Officer, Premier's Food Advisory Council (ASO3), PIRSA.

January 1998–March 1998

- Provided executive administrative support to the Premier's Food Advisory Council including preparation of agenda papers, briefings and supporting materials.
- Contributed to the provision of a comprehensive report and letter writing service.
- Provision of accurate information to the Premier's Food Advisory Council and Executive by undertaking research and special projects.

Chief Administrative Officer to the Minister for Primary Industries (ASO5) (Hon Rob Kerin MP and Hon Dale Baker MP)

December 1994–July 1997

- Provision of an effective, confidential and comprehensive administrative and secretarial service to the Minister including supervision and direction of administrative staff and operation of the office budget.
- Provided and managed effective computerised correspondence systems.
- Continuous improvement of Ministerial Office functions and procedures.
- Advisory service to the Minister in liaison with senior agency officers, ministerial staff, and Members of Parliament and quality assurance of all written materials to be submitted to the Minister.
- Preparation of complex Cabinet submissions and correspondence for the Minister.

Parliamentary/Administrative Officer to the, Minister for Tourism and Industrial Affairs (ASO3) (Hon Graham Ingerson MP)

July 1994–December 1994

- Provided a complete Parliament support service to the Minister.
- Examined and processed departmental submissions, reports and correspondence for the Minister's attention and drafted replies to ministerial enquiries.
- Organised official functions by liaising with public and private sector identities, undertaking appropriate hospitality arrangements and observing Government protocol, policies and priorities.

Senior Clerk (ASO3) to the Minister of Transport, Correctional Services and Finance. (Hon Frank Blevins MP and Hon Barbara Wiese MLC)

October 1989–September 1993

- Advised, trained & directed clerical staff in the operation of computerised correspondence systems.
- Prepared letters, minutes, reports and Cabinet submissions for the Minister.
- Providing advice and direction on administrative procedures, staff counselling, training and development.
- Records management.
- Parliamentary service including processing Questions On and Without Notice, preparing parliamentary Bill Folders and monitoring the passage of relevant Legislation through Parliament.

Correspondence Clerk to the Minister of Transport, Correctional Services, State Services and Minister Assisting the Treasurer (ASO2). (Hon Gavin Keneally MP, Hon Frank Blevins MP)

July 1986–October 1989

- Indexed incoming and outgoing correspondence and documents.
- Travel arrangements including booking flights and accommodation.
- Receptionist and secretarial support and word-processing.
- Payment of minor accounts, petty cash float, stationery, office furniture and supply orders.

Client Service Officer (ASO1), Motor Registration Division, Noarlunga.

November 1985–June 1986

- Conducted written and oral driver's licence examinations.
- General counter and telephone enquiries, correspondence including the payment of accounts.

Professional development

Microsoft Outlook:	Expert (constant use)
Microsoft PowerPoint:	Expert (moderate use)
Microsoft Internet Explorer	Intermediate (constant use)
Microsoft Access	Intermediate (minimal use)
Microsoft Word	Expert (constant use)
Microsoft Project	Basic (minimal use)
Microsoft SharePoint (document management & storage system)	Intermediate (moderate use)
eCourier (Govt records management system)	Expert (constant use) (EPA Administrator)
Basware (procurement & invoicing system)	Basic (minimal use)

Support roles

EPA Reconciliation Committee

2016 – current EPA Reconciliation Committee member

Work Health and Safety

2009 – 2012 - Various – EPA (Deputy Health and Safety Representation);

DWLBC; PIRSA - OHSW Committee member

Internal auditor - quality systems

2010 – 2012 – Member of the EPA internal auditing team

Bullying, Harassment and Discrimination

2006 – 2010 EPA Contact Officer for Bullying, Harassment and Discrimination

First Aid

Multiple roles within DWLBC / PIRSA including Senior First Aid Officer

Mental Health First Aider

Disability Action Steering Committee

2005 – DWLBC Disability Action Steering Committee member

Education

1984: Matriculation (Year 12) at Seacombe High School

2013: Commenced - Certificate IV in Small Business Management at Adelaide TAFE SA

Licences/Certificates

Driver's licence (SA) - Class C

Motorcycle licence (SA) - Class R

Firearms licence (SA) - Class A (1234), Class B (123) & Class H (1)

Unit of Competency	Name	Issue Date	Renewal Date
MSMPER200	Work in accordance with an issued permit	22/8/2017	
MSMPER205	Enter confined space	22/8/2017	
MSMWHS217	Gas test atmospheres	22/8/2017	
HLTAID001	Provide cardiopulmonary resuscitation	13/12/2017	12/12/2018
HLTAID002	Provide basic emergency life support	16/7/2017	16/07/2020
HLTAID003	Provide first aid	16/7/2017	16/07/2020

Licences/Certificates (continued)

Unit of Competency	Name	Issue Date	Renewal Date
CPCCOHS1001A	Work Safely in the Construction Industry (White card)	13/06/2017	
SITHFAB002	Provide Responsible Service of Alcohol	18/12/2017	
	Accredited Mental Health First Aid	12/12/2016	
Ref: 50189138	National Police Check – vulnerable people	13/08/2017	12/8/2018
	Hygiene for Food Handlers	27/12/2017	
	Barista Basics	16/12/2017	
RIIWHS204D	Work Safely at Heights	24/1/2018	23/1/2020

Professional development

- Accredited Freedom of Information Officer – State Records – February 2016
- State Government Procurement training – DEWNR – October 2014
- Risk Communication and Public Negotiations – Alvin Chung – July 2014
- Mental Health and the Workplace: Bullying and Harassment workshop for leaders (IPAA)–June 2014
- IPAA International Congress in Melbourne – September 2012
- *The Write Stuff* intensive business writing workshop (Cool Rules) – June 2012
- Health and Safety Representative Level 1 (SA Unions) – April 2011
- Editing and proofreading workshop (IPAA) – March 2011
- Advance MS Powerpoint course (Electus) – February 2011
- Intermediate MS Excel Training (Electus) – February 2011
- Internal/Management Systems Quality Auditor Training (SAI Global) – May 2010
- Freedom of Information Induction (State Records) – March 2010
- Records Management Awareness (State Records) – February 2009
- Transition into Leadership and Management (OzTrain) – February 2008
- Strategic Thinking and Planning – Adelaide University – November 2007
- Global Reporting Initiative GRI Training (DPC/DTED) – March/June 2007
- Performance Measurement & Report Program – Logic model development - Feb. 2007
- Managing workplace relationships (MJL People Dynamics) – December 2006
- eCourier Administrator Training (Planet Software) – June 2006
- Writing for Online media (Electus) – February 2006
- Photoshop 7 and Dreamweaver MX - Advanced (Electus) – August & October 2005
- RecFind Training (DWLBC) - September 2005

References

Ms Suzanne Behrendt (Current Manager)

Manager People and Performance, Environment Protection Authority

Phone: 6 - Documents affecting personal affairs Mobile: 6 - Documents affecting personal affairs

Mr Peter Dolan (Previous Director)

Director Regulation, Environment Protection Authority

Phone: 6 - Documents affecting personal affairs Mobile: 6 - Documents affecting personal affairs

McInnes, Sally (DEW)

From: McInnes, Sally (EPA)
Sent: Monday, 17 June, 2019 2:48 PM
To: Bailey, Cullen (DEW)
Subject: Confirmation that Michele Virgo is available to provide a reference [SEC=Government, DLM=Sensitive:Personal]

Security Classification:
Sensitive: Personal

Sensitive: Personal

Hi Cullen,

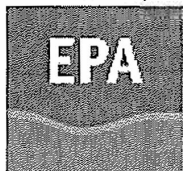
I have caught up with Michele and confirmed she is available to provide a reference if you need.

Cheers, Sally Mc

Sally McInnes

Team Leader Executive and Ministerial Liaison

People and Performance Group | Executive and Ministerial Liaison Team
Environment Protection Authority
Work Phone (08) 820 42047
GPO Box 2607, SA Adelaide 5001



A better environment for the health,
wellbeing and prosperity of all
South Australians

www.epa.sa.gov.au

South Australia

This email message may contain confidential information, which also may be legally privileged. Only the intended recipient(s) may access, use, distribute or copy this email. If this email is received in error, please inform the sender by return email and delete the original. If there are doubts about the validity of this message, please contact the sender by telephone. It is the recipient's responsibility to check the email and any attached files for viruses.



Please consider the environment before printing this e-mail.

McInnes, Sally (DEW)

From: Ross, Ken (DEW)
Sent: Tuesday, 25 June, 2019 11:12 AM
To: Cook, Karlee (EPA)
Subject: FW: Emailing: Sally_MCINNES_National_police_clearance_May_2018 [DLM=For-Official-Use-Only]
Attachments: Sally_MCINNES_National_police_clearance_May_2018.pdf
Follow Up Flag: Follow up
Flag Status: Completed
Security Classification: For Official Use Only

For Official Use Only

Hi Karlee,
I'm putting through the form for Sally now.
Regards
Ken

-----Original Message-----

From: McInnes, Sally (DEW) <Sally.McInnes@sa.gov.au>
Sent: Tuesday, 25 June, 2019 10:48 AM
To: Ross, Ken (DEW) <Ken.Ross@sa.gov.au>
Subject: Emailing: Sally_MCINNES_National_police_clearance_May_2018 [DLM=For-Official-Use-Only]

For Official Use Only

Your message is ready to be sent with the following file or link attachments:

Sally_MCINNES_National_police_clearance_May_2018

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



NATIONAL CRIMINAL HISTORY CHECK

InterCheck Reference No: 206406
Reason for Check: Employment - Office Manager
Date of Issue: 16 May 2018
Check Type: Standard - Aged/Children/Vulnerable

This document certifies that a search of the National Criminal History database has been conducted on:

Sally Anne MCINNES, born on 6 - Documents

Also known as: Sally Anne 6 - Documents
Sally Anne affecting

At the date of issue there were NO disclosable court outcomes recorded against the above named.

Authorised by:



Hayden Langhorn - Director
InterCheck Global Pty Ltd T/A InterCheck Australia

NATIONALLY COORDINATED CRIMINAL HISTORY CHECK

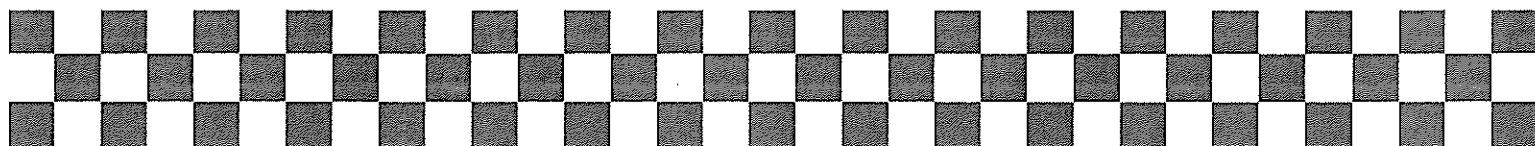
LIMITATIONS ON ACCURACY AND USE OF THIS INFORMATION

1. This nationally coordinated criminal history check provides a point in time check about the applicant for an authorised nationally coordinated criminal history check category and purpose. Information obtained through this check should not be used for any other purpose.
2. The accuracy and quality of information provided in this nationally coordinated criminal history check depends on accurate identification of the applicant which is based on information, including aliases, about the applicant provided in the application and the comprehensiveness of police records.
3. While every care has been taken by the Australian Criminal Intelligence Commission ('ACIC') to conduct a search of police information held by it and Australian police agencies that relates to the applicant, this nationally coordinated criminal history check may not include all police information about the applicant. Reasons for certain information being excluded from the nationally coordinated criminal history check include the operation of laws that prevent disclosure of certain information, or that the applicant's record is not identified by the search process across the agencies' relevant information holdings.
4. This nationally coordinated criminal history Check may contain any of the following information about an applicant:
 - a. charges;
 - b. court convictions;
 - c. findings of guilt with no conviction;
 - d. court appearances;
 - e. good behaviour bonds or other court orders;
 - f. pending matters awaiting court hearing;
 - g. traffic offence history.
('Disclosable Court Outcomes').
5. If this nationally coordinated criminal history check contains a Disclosable Court Outcome, the entity submitting the application is required to:
 - a. notify the applicant of the nationally coordinated criminal history check; and
 - b. provide the applicant with a reasonable opportunity to respond to, or validate the information, in the nationally coordinated criminal history check.
6. To the extent permitted by law, neither the ACIC nor Australian police agencies accept responsibility or liability for any omission or error in the nationally coordinated criminal history check.

NATIONALLY COORDINATED CRIMINAL HISTORY CHECK PROCESS

The information in this nationally coordinated criminal history check has been obtained according to the following process:

- a. the ACIC searches its data holdings for potential matches with the name(s) of the applicant;
- b. the ACIC and the relevant Australian police agencies compare name matches with police information held in Australian police records;
- c. the relevant Australian police agency identifies any police information held in its police records and releases the information subject to relevant spent convictions, non-disclosure legislation



From: [McInnes, Sally \(DEW\)](#)
To: [Cook, Karlee \(EPA\)](#)
Subject: Paperwork: Letter of Offer - Office Manager [SEC=Government, DLM=Sensitive]
Date: Wednesday, 26 June, 2019 1:03:53 PM
Attachments: [sallymcinnestaxdeclaration-26062019130126-0001.pdf](#)
[sallymcinnesbankdetails-26062019125640-0001.pdf](#)
[sallymcinnesemployeedetails-26062019125539-0001.pdf](#)
[sallymcinnescontract-26062019123718-0001.pdf](#)
[image001.gif](#)

Sensitive

Good afternoon Karlee,

Thank you for progressing this paperwork so quickly.

Please let me know if you need anything more.

Cheers, Sally Mc

Sally McInnes

A/Office Manager

Office of the Minister for Environment and Water

P: (08) 8463 5675

Level 10, 81-95 Waymouth Street, Adelaide SA 5000

GPO Box 1047, Adelaide SA 5001

environment.sa.gov.au

The information in this e-mail may be confidential and/or legally privileged. Use or disclosure of the information to anyone other than the intended recipient is prohibited and may be unlawful. If you have received this email in error please advise by return email.

From: Cook, Karlee (DEW) <Karlee.Cook@sa.gov.au>
Sent: Wednesday, 26 June, 2019 12:20 PM
To: McInnes, Sally (DEW) <Sally.McInnes@sa.gov.au>
Subject: Letter of Offer - Office Manager [SEC=Government, DLM=Sensitive]

Sensitive

Hi Sally,

Thank you for your patience. Please find attached your letter of offer for the role of Office Manager within the Minister's Office. Can you please review, sign and send back to me as soon as possible? I have also attached new starter paperwork; can you please complete these forms and send to me along with your signed contract?

If you have any questions, please don't hesitate to contact me.

Kind regards,

Karlee Cook

HR Advisor

Organisational Performance Branch | People and Performance Group
Department for Environment and Water

P (08) 8463 6839

Level 6, 81-95 Waymouth Street, Adelaide GPO Box 1047, Adelaide, SA, 5000

environment.sa.gov.au | naturalresources.sa.gov.au | envirodata.sa.gov.au | parks.sa.gov.au

[LinkedIn](#) | [Twitter](#) | [YouTube](#) | [Good Living](#)

[South Australian Government Department for Environment and Water](#)



To note - Existing employees wishing to make changes to their banking details will need to complete the HR05B Banking Details (Existing Employee).

1. Employee details

Group: Office of the Minister for Environment and Water Branch: (please complete) Minister's office

Employee No.: 6 - Documents affecting personal affairs Name: (in full) Sally Anne McInnes

2. Primary Banking details (for depositing of your net pay)

Name of financial institution: Westpac Banking Corporation Branch name: Reynella
 Branch address: 109 Sherriffs Road, Reynella
 State: SA Post Code: 5161 Country: Australia
 Name of Account Holder: (in full) Sally Anne McInnes
 BSB code: (six digits) 6 - Documents affecting personal affairs Account no. (max. 9 characters) 6 - Documents affecting personal affairs

3. Bank 2

Name of financial institution: Branch name:
 Branch address:
 State: Post Code: Country:
 Name of Account Holder: (in full)
 BSB code: (six digits) Account no. (max. 9 characters)
 Amount: \$ OR Percentage: %

4. Bank 3

Name of financial institution: Branch name:
 Branch address:
 State: Post Code: Country:
 Name of Account Holder: (in full)
 BSB code: (six digits) Account no. (max. 9 characters)
 Amount: \$ OR Percentage: %

5. Pay-Slips (post or email)

Would you like your pay-slip emailed to your government email address? ☒ Yes ☐ No

6. Additional Tax Details

I authorise the deduction of \$ 150 per fortnight of additional tax from my pay.

7. Deduction Details

1. Name of organisation:	Fixed Amount/fortnight: \$
2. Name of organisation:	Fixed Amount/fortnight: \$
3. Name of organisation:	Fixed Amount/fortnight: \$
4. Name of organisation:	Fixed Amount/fortnight: \$
5. Name of organisation:	Fixed Amount/fortnight: \$

Employee Signature

Signature: <small>6 - Documents affecting personal affairs</small>	Date: 26 / 6 / 2019
--	---------------------

Please return completed form along with your HR23A Personal Details, Tax Declaration form and signed offer of employment to the contact specified in your letter of offer.

Local HR Officer

Name: _____ Signature: _____ Date: / /
 Copy filed in: ☐ Personal File ☐ Shared Services on: Date: / /
 Your contact phone number: _____

1. Employee details (DET)

Group: Office of the Minister for Environment & Water		Branch: Minister's office	
Employee No (if known): <small>6 - Documents affecting personal affairs</small>	Date of Birth: <small>6 -</small>	Title: Office Manager	
Surname: McInnes		Name(1): Sally	
Name(2): Anne		Preferred name: Sally	

2. How were you recruited into the South Australian Public Sector? (DET)

<input type="checkbox"/> General Recruitment Scheme (1)	<input type="checkbox"/> Aboriginal Employment Program (7)
<input type="checkbox"/> Graduate Program (3)	<input type="checkbox"/> Disability Employment Strategy (8)
<input type="checkbox"/> Traineeship (4)	<input type="checkbox"/> Notice of Vacancies (N)
<input type="checkbox"/> Apprenticeship (5)	<input checked="" type="checkbox"/> Other, please specify (O):
<input type="checkbox"/> Externally Advertised Position (6)	

3. What was your situation prior to gaining this position? (DET)

<input type="checkbox"/> Employed within the same agency (1)	<input type="checkbox"/> Studying at University (6)
<input checked="" type="checkbox"/> Employed by another SA Public Sector Org (2)	<input type="checkbox"/> Studying at TAFE (7)
<input type="checkbox"/> Interstate/Federal Public Sector Org (3)	<input type="checkbox"/> Studying with another training org (8)
<input type="checkbox"/> Employed in the Private Sector (4)	<input type="checkbox"/> Other, please specify (9):
<input type="checkbox"/> Studying at secondary school (5)	

4. Home Address (ADR)

Home address: <small>6 - Documents affecting personal affairs</small>		
Suburb: <small>6 - Documents affecting personal affairs</small>	State: SA	Post code: <small>6 - Documents affecting</small>
Postal address (if different from above) (1):		
Home Ph (include STD code): <small>6 - Documents affecting personal affairs</small>	Mob Ph: <small>6 - Documents affecting personal affairs</small>	

5. Work Address - Physical Location (*mandatory) (ADR)

Work address (Street Address -- e.g. 81-95 Waymouth St): Level 10, 81-95 Waymouth Street		
Suburb: Adelaide	State: SA	Post code: 5000
Wk Phone (if known): 8463 5675	Wk Mobile (if applicable and known):	

6. Emergency contact information (Include STD codes for Phone numbers below**)****Contact Person 1. (ADR)**

Title:	First Name: <small>6 - Documents affecting personal affairs</small>	Surname: <small>6 - Documents affecting personal affairs</small>
Relationship to you: <small>6 - Documents affecting personal affairs</small>		
Home Ph: <small>6 - Documents affecting personal affairs</small>	Work Ph:	Mobile Ph: <small>6 - Documents affecting personal affairs</small>

Contact Person 2. (ADR)

Title:	First Name: <small>6 - Documents affecting personal affairs</small>	Surname: <small>6 - Documents affecting personal affairs</small>
Relationship to you: <small>6 - Documents</small>		
Home Ph:	Work Ph:	Mobile Ph: <small>6 - Documents affecting personal affairs</small>

7. Demographic Data

Responses to the following questions will provide the Department with information to understand and support its diverse workforce. Your responses may be used for statistical purposes however all identifying details (name and employee number) will be removed so that confidentiality is maintained. This information will be stored in your Personnel file.

A – Are you of Aboriginal, Torres Strait Islander or other Indigenous origin? (EEO1)

Note: An **Aboriginal person** is identified as a person who is a descendant of an Indigenous inhabitant of Australia and who identifies as an Aboriginal.

A **Torres Strait Islander** is one who is a descendant of or a traditional inhabitant of the Torres Strait Islands.

- 6 - Documents affecting personal affairs
- Yes, Aboriginal (A)
 Yes, Torres Strait Islander (B)
 Yes, Aboriginal & Torres Strait Islander (C)
 Yes, Other Indigenous (D)
 No (E)
 Unknown (F)

B – Do you have an ongoing disability requiring adaptation of workplace? (includes work injured)

Note: Answer **Yes** if one or more of the following apply to you:

- You are restricted in the type of work you can do, or require modified working hours (restricted hours of work, different time schedules or flexible hours of attendance); or
- You require your employer to provide adaptive equipment, a modified work environment or make other special work related arrangements, or
- You need ongoing assistance or supervision to carry out your duties.

6 - Documents affecting personal affairs
 Yes No (EEO2)

C – What is the main language that you speak at home other than English?

6 - Documents affecting personal affairs

D – In which country were you born?

6 - Documents affecting personal affairs

E – In which country was your Mother born?

6 - Documents affecting personal affairs

F – In which country was your Father born?

6 - Documents affecting personal affairs

G – If not born in Australia, in what year did you arrive in Australia?

6 - Documents affecting personal affairs

H – Do you have any disabilities included in the definition below on an ongoing basis?

Note: Answer **Yes** if the following applies to you:

Disability is defined under Section 4 of the Commonwealth Disability Discrimination Act 1992 as:

- a) Total or partial loss of the person's bodily or mental functions; or
- b) Total or partial loss of a part of the body; or
- c) The presence in the body of organisms causing disease or illness; or
- d) The presence in the body of organisms capable of causing disease or illness; or
- e) The malfunction, malformation or disfigurement of a part of the person's body; or
- f) A disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
- g) A disorder, illness or disease that affects a person's thought processes, perceptions or reality, emotions or judgement that results in disturbed behaviour

6 - Documents affecting personal affairs
 Yes No (EEO8)

I – If answered yes to 1b please indicate which of the following type/s

- | | | | |
|---|------------------------------|-----------------------------|---------|
| Physical | <input type="checkbox"/> Yes | <input type="checkbox"/> No | (EEO9) |
| Intellectual | <input type="checkbox"/> Yes | <input type="checkbox"/> No | (EEO10) |
| Sensory eg. hearing or sight impairment | <input type="checkbox"/> Yes | <input type="checkbox"/> No | (EEO11) |
| Psychological/psychiatric | <input type="checkbox"/> Yes | <input type="checkbox"/> No | (EEO12) |

8. Education Details

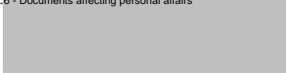
Please enter the details of your qualifications below (if applicable). Enter your highest qualification first.

Qualification 1 (Highest Qualification)		Date Obtained: 30/11/1984 (EDU1)	
Level (EDU2): <input type="checkbox"/> Year 10 (Y10) <input type="checkbox"/> Year 11 (Y11) <input type="checkbox"/> Year 12 (Y12) <input type="checkbox"/> Bachelor Degree (07)		<input type="checkbox"/> Graduate Certificate (08) <input type="checkbox"/> Graduate Diploma (09) <input type="checkbox"/> Masters Degree (10) <input type="checkbox"/> Doctoral Degree (11) <input type="checkbox"/> Honours Degree (13) <input type="checkbox"/> Other, please specify:	
Provider Type (EDU3): <input type="checkbox"/> Private Registered Training (PRTO) <input type="checkbox"/> Professional Association (PROF)		<input type="checkbox"/> University (UNIV) <input type="checkbox"/> TAFE (TAFE)	
Institution name: (EDU4)		Country: (EDU5)	
ABS Qual Code: (*refer pg 4) (EDU6)		Qualification Name: (EDU7)	
What was the main field of study?: (EDU8)			
Manager sighted qualification: <input type="checkbox"/> Y <input type="checkbox"/> N (EDU10)		Manager's name: (EDU11)	

Qualification 2		Date Obtained: / / (EDU1)	
Level (EDU2): <input type="checkbox"/> Year 10 (Y10) <input type="checkbox"/> Year 11 (Y11) <input type="checkbox"/> Year 12 (Y12) <input type="checkbox"/> Bachelor Degree (07)		<input type="checkbox"/> Graduate Certificate (08) <input type="checkbox"/> Graduate Diploma (09) <input type="checkbox"/> Masters Degree (10) <input type="checkbox"/> Doctoral Degree (11) <input type="checkbox"/> Honours Degree (13) <input type="checkbox"/> Other, please specify:	
Provider Type (EDU3): <input type="checkbox"/> Private Registered Training (PRTO) <input type="checkbox"/> Professional Association (PROF)		<input type="checkbox"/> University (UNIV) <input type="checkbox"/> TAFE (TAFE)	
Institution name: (EDU4)		Country: (EDU5)	
ABS Qual Code: (*refer pg 4) (EDU6)		Qualification Name: (EDU7)	
What was the main field of study?: (EDU8)			
Manager sighted qualification: <input type="checkbox"/> Y <input type="checkbox"/> N (EDU10)		Manager's name: (EDU11)	

Qualification 3 (Highest Qualification)		Date Obtained: / / (EDU1)	
Level (EDU2): <input type="checkbox"/> Year 10 (Y10) <input type="checkbox"/> Year 11 (Y11) <input type="checkbox"/> Year 12 (Y12) <input type="checkbox"/> Bachelor Degree (07)		<input type="checkbox"/> Graduate Certificate (08) <input type="checkbox"/> Graduate Diploma (09) <input type="checkbox"/> Masters Degree (10) <input type="checkbox"/> Doctoral Degree (11) <input type="checkbox"/> Honours Degree (13) <input type="checkbox"/> Other, please specify:	
Provider Type (EDU3): <input type="checkbox"/> Private Registered Training (PRTO) <input type="checkbox"/> Professional Association (PROF)		<input type="checkbox"/> University (UNIV) <input type="checkbox"/> TAFE (TAFE)	
Institution name: (EDU4)		Country: (EDU5)	
ABS Qual Code: (*refer pg 4) (EDU6)		Qualification Name: (EDU7)	
What was the main field of study?: (EDU8)			
Manager sighted qualification: <input type="checkbox"/> Y <input type="checkbox"/> N (EDU10)		Manager's name: (EDU11)	

Employee Signature

Signature: 	Date: 26 / 6 / 2019
--	---------------------

Please return completed form along with your HR05A Banking Details, Tax Declaration form and signed offer of employment to the contact specified on your letter of offer.

Local HR Officer

Name: _____

Signature: _____

Date: / /

Copy filed in: ☐ Personal File

Emailed to Shared Services on: _____

Date: / /

Your contact phone number: _____

ATTACHMENT 1 – ABS Qual Code:

FIELD OF STUDY code		FIELD OF STUDY code	
AGRICULTURE, ENVIRONMENTAL & RELATED STUDIES		HEALTH – CONTINUED	
Agriculture	0501	Complementary Therapies	0619
Horticulture and Viticulture	0503	Other Health	0699
Forestry Studies	0505	INFORMATION TECHNOLOGY	
Fisheries Studies	0507	Computer Science	0201
Environmental Studies	0509	Information Systems	0203
Other Agri., Environmental & Related Studies	0599	Other Information Technology	0299
ARCHITECTURE AND BUILDING		MANAGEMENT AND COMMERCE	
Architecture and Urban Environment	0401	Accounting	0801
Building	0403	Business and Management	0803
CREATIVE ARTS		Sales and Marketing	0805
Performing Arts	1001	Tourism	0807
Visual Arts and Crafts	1003	Office Studies	0809
Graphic and Design Studies	1005	Banking, Finance and Related Fields	0811
Communication and Media Studies	1007	Other Management and Commerce	0899
Other Creative Arts	1099	MIXED FIELD PROGRAMMES	
EDUCATION		General Education Programmes (inc. Yr 10,11 & 12)	1201
Teacher Education	0701	Social Skills Programmes	1203
Curriculum and Education Studies	0703	Employment Skills Programmes	1205
Other Education	0799	Other Mixed Field Programmes	1299
ENGINEERING AND RELATED TECHNOLOGIES		NATURAL AND PHYSICAL SCIENCES	
Manufacturing Engineering and Technology	0301	Mathematical Sciences	0101
Process and Resources Engineering	0303	Physics and Astronomy	0103
Automotive Engineering and Technology	0305	Chemical Sciences	0105
Mechanical and Industrial Engineering & Tech.	0307	Earth Sciences	0107
Civil Engineering	0309	Biological Sciences	0109
Geomatic Engineering	0311	Other Natural and Physical Sciences	0199
Electrical & Electronic Engineering & Tech.	0313	SOCIETY AND CULTURE	
Aerospace Engineering and Technology	0315	Political Science and Policy Studies	0901
Maritime Engineering and Technology	0317	Studies in Human Society	0903
Other Engineering and Related Technologies	0399	Human Welfare Studies and Services	0905
FOOD, HOSPITALITY AND PERSONAL SERVICES		Behavioural Science	0907
Food and Hospitality	1101	Law	0909
Personal Services	1103	Justice and Law Enforcement	0911
HEALTH		Librarianship, Information Mgmt & Curatorial Studies	0913
Medical Studies	0601	Language and Literature	0915
Nursing	0603	Philosophy and Religious Studies	0917
Pharmacy	0605	Economics and Econometrics	0919
Dental Studies	0607	Sport and Recreation	0921
Optical Science	0609	Other Society and Culture	0999
Veterinary Studies	0611	OTHER	
Public Health	0613	Not Elsewhere Classified	0002
Radiography	0615		
Rehabilitation Therapies	0617		



Government of South Australia

Department for Environment
and Water

Sally McInnes
sally.mcinnnes@sa.gov.au

People and Performance
Organisational Performance

Level 6
81-95 Waymouth Street
Adelaide SA 5000

GPO Box 1047
Adelaide SA 5001
Australia

Ph: +61 8 8204 9292
Fax: +61 8 8463 4478

www.environment.sa.gov.au

25 June 2019

OFFER OF CONTRACT OF EMPLOYMENT FOR A TERM
WITH A RIGHT OF RETURN TO ALTERNATIVE PUBLIC SECTOR EMPLOYMENT

Dear Ms. McInnes,

Offer of term (temporary) employment

I am pleased to offer you employment in the Department for Environment and Water to perform the duties of Office Manager within the Minister's Office.

If you accept this offer of employment you will be employed on a fixed term contract for 37.5 hours per week. Your employment will commence on 24 June 2019 and expire on 27 September 2019, unless lawfully terminated at an earlier time. You will receive a salary at the fourth increment of the ASO7 remuneration level (presently \$108,307 per annum).

Your employment will be pursuant to Section 45 of the *Public Sector Act 2009* (PS Act). Specifically, the employment will be pursuant to section 45(3)(b), for duties required to be performed pending the outcome of a selection process(es). Additional and specific terms and conditions relating to your employment are set out in the attached document headed "Employment Conditions". Please read them carefully before accepting this offer.

If you wish to accept this offer of employment, please signify your acceptance by signing the enclosed acceptance form and returning it by the specified return date.

I look forward to you commencing on 24 June 2019 and I trust you will find working for the Department for Environment and Water rewarding.

Yours sincerely

6 - Documents affecting
personal affairs

Mary-Anne Healy
A/DIRECTOR
OFFICE OF THE CHIEF EXECUTIVE

Enc.

Acceptance of Employment Offer

Banking Details

Employee Personal Details

Tax File Number Declaration

Important Information for Existing Public Sector Employees Regarding Right of Return

EMPLOYMENT CONDITIONS

Application of the Public Sector Act 2009 etc	<p>1. Except as otherwise expressly provided for in the letter of offer and in this document, the terms and conditions of your employment will be governed by any applicable award or industrial instrument and the provisions of the PS Act and Public Sector Regulations 2010 and any Determinations made by the Commissioner for Public Sector Employment under the PS Act. The letter of offer and this document should be read in conjunction with the PS Act and the Regulations.</p>
Duties	<p>2. Your manager will provide you with a role description that gives an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your skills and abilities would reasonably be expected to perform.</p>
Salary provisions and movements	<p>3. You will receive a salary at the fourth increment of the ASO7 remuneration level (presently \$108,307 per annum).</p> <p>You will be entitled to any salary increases required under the award or enterprise agreement which binds you and has force under the Fair Work Act 1994. The relevant award and enterprise agreement are the <i>South Australian Public Sector Salaried Employees Interim Award</i> and the <i>South Australian Modern Public Sector Enterprise Agreement: Salaried 2017</i>. You will also be eligible to receive any allowance or other monetary benefits which may be paid to an employee under the PS Act and/or any applicable award, enterprise agreement or industrial instrument.</p> <p>Applicable legislation, awards, enterprise agreements and/or other industrial instruments do not form part of the terms of this contract. However, this in no way impacts upon the entitlements contained in such instruments. No Government or workplace policy forms part of the terms of this contract.</p>

Term of contract	<p>4. Your employment will commence on 24 June 2019 and expire on 27 September 2019, unless:</p> <ul style="list-style-type: none"> - the selection process(es) of which your employment was pending is/are completed earlier; in which case the term of employment will end sooner. <p>* If the term of your contract ends prior to the scheduled expiry date of 27 September 2019 due to the reason above <u>and</u> your employment in the public sector ends as a result, you will be entitled to 3 weeks salary in lieu of notice for each year or part of a year remaining until the normal expiration date of the contract.</p> <p>* You are not entitled to any payment if your contract ends prior to the scheduled expiry date due to the reason above if you either return to or are further employed in any other employment in the public sector following without a break in service.</p>
Reemployment	<p>5. If you are reemployed at the expiry of the period of employment, the reemployment may not be subject to selection processes as might otherwise be required by section 46 of the PS Act, at the discretion of the Chief Executive or delegate.</p> <p>6. Any 'Additional employment conditions' which apply to this contract of employment, will not necessarily apply to any new contract of employment and will be subject to renegotiation if you are reemployed.</p>
Termination of Employment	<p>7. Your employment may be terminated by the exercise of any powers to terminate under the PS Act.</p>

Right of return to alternative employment	8. Please refer to the document entitled 'Important Information For Existing Public Sector Employees Who Enter Term Contracts Regarding Right of Return'.
Intellectual Property etc	<p>9. In addition to the requirements of the Code of Ethics for the South Australian Public Sector (the Code), you shall not during or after your employment in the Department for Environment and Water disclose to any person any trade secret or secret process (including patentable inventions) or confidential information of the Crown in right of South Australia (the Crown), except in the proper course of your duties, or with the prior consent of the Chief Executive or delegate, or to the extent you are required by law to do so.</p> <p>10. In addition to the requirements of the Code and the Public Sector (Honesty and Accountability) Act 1994, you shall not during or after your employment in the Department for Environment and Water, make use of any trade secret or secret process (including patentable inventions) or confidential information of the Crown, except in the proper course of your duties, or with the prior consent of the Chief Executive or delegate.</p> <p>11. Any intellectual property invented or created by you as a result of your employment in the Department for Environment and Water, will remain the property of the Crown, unless otherwise agreed in writing between the Chief Executive or delegate and you.</p>
Periodic Criminal History and other Background Screening	12. If you accept this offer, you agree during your employment to participate in criminal history and other background screening in relation to you, upon request by someone with authority to make such a request.

Term - For Duration of Vacancy or Selection Processes – s45(3)(b)
Right of Return to Alternative Employment

ACCEPTANCE OF OFFER EMPLOYMENT ON CONTRACT OF TERM UP TO 5 YEARS

Please complete this acceptance and return it to:
Karlee Cook, HR Advisor
People Partnering
Level 6, 81-95 Waymouth Street, ADELAIDE 5000
Karlee.cook@sa.gov.au

By Close of Business on 1 July 2019.

TITLE OF DUTIES: Office Manager
LOCATION: MINISTER'S OFFICE
AGENCY: DEPARTMENT FOR ENVIRONMENT AND WATER

I understand and accept the offer of Term employment in the terms outlined in the letter of offer dated 25 June 2019.

Name: Sally McInnes
Signed: 6 - Documents affecting personal affairs Date: 26/6/2019

Note: Please retain a copy for your own records. Upon acceptance, all original pages of this employment contract must be returned to the contact above.

FULL NAME:	Sally McInnes
RIGHT TO FURTHER EMPLOYMENT:	AS07 / EPA

IMPORTANT INFORMATION FOR EXISTING PUBLIC SECTOR EMPLOYEES WHO ENTER TERM CONTRACTS REGARDING RIGHT OF RETURN

If you are an existing public sector employee and have been employed by way of a Term contract in another agency ("the host agency"), unless the Chief Executive of the agency you are employed in at the time you accepted the offer ("the home agency") has determined otherwise, you have a right of return to the home agency at the end of the term of the Term contract.

You may not exercise the right of return to the home agency earlier than the end of the term of the Term contract.

If you have been absent from the home agency for a period of more than two years (or other period as agreed between the agencies) as a result of a Term contract, the home agency may, by notice in writing, require you to make an election to return to that agency.

If you do not make an election within 28 days of receiving written notice or if you elect not to return, you will lose the right of return. As a result, if you were employed in the home agency on an on-going or longer term basis, you will be employed on that basis in the host agency at the end of the current term appointment. You may be excess to requirements also.

If you return to the home agency, either by making an election or at the end of a Term contract, you will be assigned duties which may be different to the duties you performed prior to the Term contract in the host agency.

Please refer to Regulation 6 of the *Public Sector Regulations 2010*.

INTER-AGENCY TRANSFERS OF ON-GOING EMPLOYEES TO TERM OR CASUAL EMPLOYMENT

IMPORTANT INFORMATION FOR MANAGEMENT

Where an on-going employee is transferred from one agency (the home agency) to term or casual employment in another agency (the host agency), or where an employee employed on a term basis in a home agency is transferred to a shorter term or casual employment in a host agency, their underlying on-going status is not affected by the transfer. This is so regardless of whether the transfer is at the employee's initiative or that of an agency.

Employees who transfer or are transferred to term or casual employment in another (host) agency have a right of return to the home agency, unless the chief executive of that agency has declared that there is no right of return to employment in a particular part of the agency's operations.

When an employee has been absent from home agency for a period of 2 years or more - or other period as agreed between the agencies - because of a transfer to term or casual employment, the home agency may require the employee to make an election to return to employment in the home agency on or before a specified or agreed date. If the employee fails to make an election or elects not to return to the home agency, they will lose the right of return.

In circumstances where either an employee has no right of return to a home agency as a result of a declaration by its chief executive OR they have failed to make an election or elected not to return to employment in the home agency; they will, at the conclusion of the relevant term or casual employment, be employed in what will no longer be a host but a new home agency on the (underlying) basis they were employed in the former home agency: that is longer term or on-going employee - at their substantive remuneration level.

Where the term or casual employment of an employee who has or is transferred to term or casual employment and the term of the employment expires or period of casual employment ends, they will return to employment in the home agency (*viz*; the home agency does not require the employee to make an election to return to employment in the agency). Upon return to the home agency, the employee will be assigned duties but unless agreed between the agency and employee, they may be different to the duties they performed prior to the Term transfer.

See section 9 *Public Sector Act 2009* and sub-regulations 6(4), 6(8) and 6(9) *Public Sector Regulations 2010*

Role Description

Role Title: Office Manager

Group: Chief Executive's Office

Classification Level: ASO7

Branch/Region/Unit: Minister's Office

CHRIS Position Number: M20149

Reports to (Title): Director, Office of the Chief Executive

Our Organisation

The Department for Environment and Water (DEW) is committed to providing a highly supportive work environment that values the participation and contribution of every employee in shaping the future of the department. DEW is a high performing organisation that encourages excellence, improvement and growth at both an organisational and individual level. DEW has a flexible approach to doing business and is committed to ensuring our people have flexibility around the number of hours worked, scheduling of hours and location of work. Everything we do is underpinned by our core values and consequently we value and respect our people; we encourage active participation and leadership; we continuously seek to be better and we achieve results.

About the Branch/Business Unit

The Minister's Office provides executive, administrative and secretarial support as well as advice to the Minister. Ministerial staff provide the Minister with high level advice on government policy, Cabinet, statutory requirements and cross-issues with other portfolios. The Minister's Office staff liaise with the department, other government agencies, Ministers' Offices, Members of Parliament, members of the community, and relevant organisations and officials to produce expert advice and direction, as well as develop projects, research and briefings.

About the Role

The Office Manager is responsible for providing leadership in the management of all administrative, financial, human resource and other related functions for the Minister's Office to ensure that the strategic operation of the Office meets the requirements of the Minister. The Office Manager provides an expert advisory and research service to the Minister and Chief of Staff on matters that directly impact upon the corporate governance of the Office. The incumbent will be responsible for managing the Minister's Office and is responsible for developing and maintaining collaborative relationships with a diverse range of internal and external stakeholders across the SA government including; senior officers in the Minister's portfolio agencies, Ministerial Staff and Members of Parliament.

The incumbent will be required to have a strong understanding of government business requirements, procurement, finance and human resources management in addition to extensive experience in problem solving, relationship management, providing leadership within a high pressure environment, managing staff and balancing a large number of competing priorities.

Key Role Outcomes

- The Minister's Office functions as a highly organised, efficient, service oriented business unit, providing outstanding service to the Minister.
 - The Minister and Chief of Staff are supported through the provision of high level and expert advice through the liaison with senior officers, Ministerial staff and Members of Parliament
 - Public Sector Act staff within the office are supported and motivated to meet performance goals through the use of effective management techniques.
 - The Minister's Office budget and expenditure is efficiently managed in accordance with relevant policies and reporting standards.
 - Administrative, financial, human resource, information technology, security, supply and related functions are efficient and effectively support the operations of the Ministerial Office consistent with relevant legislation and departmental policies and procedures.
 - Freedom of information applications are managed and responded to, in consultation with relevant parties, in a timely manner and in accordance with legislative obligations. The Minister is prepared for Cabinet meetings through the effective
-



coordination of Cabinet processes that ensure information and documentation is readily available and complies with relevant templates and agency standards.

- Key relationships are built and maintained through effective communication processes with key internal and external stakeholders.

Key Relationships

- Reports to the Director, Office of the Chief Executive, Department for Environment and Water.
- Maintains close working relationships with the Minister, Chief of Staff and Ministerial Advisers.
- Maintains strong working relationships with Ministerial Liaison Officers.
- Maintains working relationships with Chief Executives and senior executives in the Minister's portfolio agencies.
- Maintains working relationships with staff in other Ministers' Offices and other key stakeholders.
- Maintains working relationships with key DEW stakeholders.

Special Conditions

- May be required to participate in fire management and associated duties.
- Some out of hours work will be required.
- The incumbent will need to have completed, or be willing to complete, the SA State Records Freedom of Information Course to be an accredited FOI Officer.
- This role has been designated as a Position of Trust pursuant to the standards required in the Australian Government Protective Security Policy Framework. By applying for this role you consent to being screened under the process of obtaining a National Police Clearance (NPC), and to the Department requiring you to obtain a National Police Clearance (NPC).

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and Change	<ul style="list-style-type: none"> • Thinking and Acting Strategically • Leading and Influencing Change 	<ul style="list-style-type: none"> • Creates operational plans that contribute to strategic goals and outcomes. • Manages up and down to successfully introduce new policy directions and/or business systems.
Achieves Results	<ul style="list-style-type: none"> • Delivering Effective Outcomes • Assuming Accountability • Making Decisions 	<ul style="list-style-type: none"> • Sets priorities for self and clear expectations and priorities for others and manages workflow in order to achieve outcomes on time. • Establishes own credibility by demonstrating competence, sound judgement, knowledge and professionalism. • Evaluates impact and consequences of taking a particular course of action, taking into account stakeholder concerns as well as the impact across the Agency.
Drives Business Excellence	<ul style="list-style-type: none"> • Optimising Performance • Directing Resources • Facilitating Quality and Continuous Improvement 	<ul style="list-style-type: none"> • Applies performance management processes in their work area and provides timely feedback and coaching to staff. • Reviews work progress and facilitates revision of priorities as required. • Recognises problems as opportunities for improvement and facilitates discussion and/or development of processes to address these.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Establishing and Maintaining Networks 	<ul style="list-style-type: none"> • Gains understanding of and effectively navigates through organisational decision making processes to achieve outcomes. • Builds collaborative relationships based on an understanding of stakeholder priorities/objectives.

Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> Modelling Public Sector Values Displaying Flexibility and Resilience 	<ul style="list-style-type: none"> Emphasises the importance of building trust and respect and behaving ethically in all dealings. Consistently behaves in an ethical and professional manner aligned with the Public Sector values and Code of Ethics, even in difficult situations. Is responsive to the unexpected. Engages positively with ambiguous situations and demonstrates flexibility in thinking.
---	---	---

Technical, Professional/knowledge and Experience (including qualifications)

- Extensive experience in the management of administrative, financial and human resource management functions.
- Extensive experience in engaging and working with stakeholders at all levels.
- Demonstrated knowledge of the structures and decision making processes of the public sector.
- Knowledge and understanding of public sector administrative processes.
- An understanding of the Westminster System of Government is desirable.

Work, Health and Safety

Lead workplace safety procedures and programs

- Proactively ensures all direct reports understand workplace health and safety requirements and responsibilities
- Leads and participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Implements procedures for dealing with incidents and emergency events.
- Maintains appropriate workplace safety records.
- Implements procedures for managing injured workers.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to EEO, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the Public Sector Act 2009.
- Actively participate in the Department's Performance Development and Review Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

DEW Branch: Minister's Office	Date approved: 19/4/2018
DEW Group: Minister's Office	Classified by Consulting: Yes

McInnes, Sally (DEW)

From: DL:DEW SharePoint Admin
Sent: Thursday, 11 July, 2019 7:32 PM
To: McInnes, Sally (DEW); McNamara, Nikeisha (DEW); McInnes, Sally (DEW)
Subject: Notification Only - Jobs SA - Request Approved By Delegate - Office Manager, ASO7

Workflow Notification

You have been nominated to receive all notifications on the progress of this form.

No action is required by you.

Form Stage

The Request to Fill Vacancy form for Office Manager has been approved by the delegate

Click [here](#) to view the request form.

Click [here](#) to view the current processing status and history.

Request to fill (Jobs SA & External Media)

Department for Environment and Water

Advertisement Method

Please select the advertising method for the role:

- ☐ Jobs SA
- Open to SA Public Sector employees & Disability and ATSI Registers
 - Merit based selection process
- ☒ Jobs SA *and* External Applicants
- Non-Public Sector employees may apply
 - Merit based selection process
- ☐ Jobs SA *and* External Media (e.g. The Advertiser, Seek, NRM Jobs etc.)
- Non-Public Sector employees may apply
 - Merit based selection process
 - Please complete the [External Media Template](#) and attach it in the form below

Jobs SA Vacancy Number:

355462

Closing Date: 5/08/2019

Role Details

Role Title:	Office Manager	Classification:	ASO7
Division	Minister's Office <input checked="" type="checkbox"/>	Branch/Region:	Minister's Office <input checked="" type="checkbox"/>
Is this to fill: <input checked="" type="radio"/> Single Position <input type="radio"/> Multiple Identical Positions <input type="radio"/> Pool			
Is this role Public Sector Act or Weekly Paid:		<input checked="" type="radio"/> Public Sector <input type="radio"/> Weekly Paid	
Location:	Level 10, 81-95 Waymouth Street, Adelaide SA 5000		

Employment Type

Existing CHRIS position:	<input checked="" type="radio"/> Yes <input type="radio"/> No	CHRIS Position Number: M20149
Contract Type:	<input type="radio"/> Ongoing <input type="radio"/> Casual <input type="radio"/> Executive Contract (up to 5 years) <input checked="" type="radio"/> Temporary Contract <input type="radio"/> Backfill <input checked="" type="radio"/> Duties are temporary in nature <input type="radio"/> Term (Project or for Specified Period)	
Hours:	<input checked="" type="radio"/> Full Time <input type="radio"/> Part Time	
Employment Duration:	<input checked="" type="radio"/> For 12 Months <input checked="" type="checkbox"/> <input type="radio"/> Up to <input type="text"/> <input type="radio"/> Date range: From <input type="text"/> to <input type="text"/>	
Vacancy Closing Date:	<i>The standard timeframe for Jobs SA advertisements is 2 weeks from date of publication. Please specify length of advertising period.</i> 2 Weeks	

Vacancy Details











Enquiries to:	Name:	Mary-Anne Healy
	Role Title:	Director, Office of the Chief Executive
	Phone:	8204 9396
	Email:	mary-anne.healy @sa.gov.au

Panel Composition:	Chairperson:	TBA
	Panel Member 1:	TBA

☒ Add Panel Member

Applications to:	Person responsible for receiving and acknowledging all applications and completing the applicant list:	
	Contact Name:	Mary-Anne Healy
	Email:	mary-anne.healy @sa.gov.au

Duties of Role as to appear in the advert:	<p>The Office Manager is responsible for providing leadership in the management of all administrative, financial, human resource and other related functions for the Minister's Office to ensure that the strategic operation of the Office meets the requirements of the Minister. The Office Manager provides an expert advisory and research service to the Minister and Chief of Staff on matters that directly impact upon the corporate governance of the Office. The incumbent will be responsible for managing the Minister's Office and is responsible for developing and maintaining collaborative relationships with a diverse range of internal and external stakeholders across the SA government including; senior officers in the Minister's portfolio agencies, Ministerial Staff and Members of Parliament.</p> <p>The incumbent will be required to have a strong understanding of government business requirements, Cabinet, Parliament procedures, procurement, finance and human resources management in addition to extensive experience in problem solving, relationship management, providing leadership within a high pressure environment, managing staff and balancing a large number of competing priorities.</p>
Essential Qualifications:	<i>Refer to <u>Commissioner's Determination 5</u> to the section on qualifications for non- executive employees.</i>
Special Conditions: (Select from the list below and click on the Add Selected Text button and/or type other special conditions in. You will need to select the appropriate condition on Police Checks and Fire Management Duties.)	A current National Police Certificate is essential (for identified Positions of Trust). Some out of hours work may be required. A flexible approach to duty hours and the taking of leave is essential.
Add from predefined special conditions:	

	<input type="checkbox"/> A current National Police Certificate is essential (for identified Positions of Trust) <input type="checkbox"/> A certificate of Child Related Employment Screening is essential (for Prescribed Positions) <input type="checkbox"/> This is a casual position for which a 25 percent casual loading applies in lieu of sick leave <input type="checkbox"/> This position may be offered on either a full-time or part-time basis. Salary will be adjusted <input type="checkbox"/> Must be prepared to work on a roster basis. <input type="checkbox"/> A flexible approach to duty hours and the taking of leave is essential. <input type="checkbox"/> Some out of hours work may be required. <input type="checkbox"/> More than one position available. <input type="checkbox"/> The incumbent may be required to perform work of a similar nature appropriate to the position <input type="checkbox"/> Must be prepared to be assigned to another position at this remuneration level or equivalent. <input type="checkbox"/> Some intra/interstate travel involving overnight absences may be required. <input type="checkbox"/> A current driver's licence and willingness to drive is essential. <input type="checkbox"/> May be required to participate in fire management and associated duties. <input type="checkbox"/> Will be required to participate in fire management and associated duties (P&S Group). <input type="checkbox"/> This is a merit pool. Multiple positions are available and different contract types and lengths are possible. <div style="text-align: right;">     </div> <div style="text-align: right;"> <div style="border: 1px solid black; padding: 2px;">Add Selected Text to Special Conditions</div> </div>
Application Criteria:	<p><i>The standard application criteria requires applicants to submit a CV and letter of application (max 3 pages) addressing the competency elements outlined in the Role Description: If you would like applicants to address a different criteria, please select the check box below and enter the specific requirements that you would like applicants to meet.</i></p> <p><input type="checkbox"/> Apply different application criteria:</p>
<h3>Justification for Filling</h3> <p>Provide brief background information:</p> <p>The Office Manager position is an ongoing role that is filled on an annual basis to provide flexibility in the event of a change of Minister or Government. The position is currently backfilled whilst a selection process is undertaken. It became vacant due to the completion of the incumbent's contract and them choosing to undertake an alternative role within Office of the Minister for Environment and Water rather than a further contract.</p>	
<h3>Required Attachments</h3> <p>Please attach a Word version of the classified role description.</p> <p>Role description:  ASO7 Office Manager Role Description.pdf 354.59 KB <i>Note: this must be a properly classified role description.</i></p>	
<h3>Supporting Attachments</h3> <p>For example: Supporting minutes, funding approvals etc</p> <p> Click here to attach a file Description:</p>	
<p><input checked="" type="checkbox"/> Add another</p> <h3>Update Notifications</h3> <p>Please select (if applicable) specific people to be notified throughout the Request To Fill process. Each recipient selected will receive an e-mail updating them as the Request To Fill process progresses.</p> <p>Send update notifications to: <input type="text" value="Sally McInnes;"/>  </p>	
<h3>Next Step</h3> <p>Select who the form will go to first – either Recommender or Delegate. Then add the name in the Nominate box: either type the name and verify by clicking on the check names icon or use the browse icon to select a name.</p> <p><input checked="" type="radio"/> Delegate Approval <input type="radio"/> Recommendation</p> <p>Nominate: <input type="text" value="Mary-Anne Healy;"/>  </p> <p>Please ensure the current <u>vacancy management strategy</u> has been considered before submitting this form.</p>	

Approved by Mary-Anne Healy on 11/07/2019

Cleared by Career Transition Manager on 15/07/2019

Position Advertised on 22/07/2019

McInnes, Sally (DEW)

From: McInnes, Sally (DEW)
Sent: Tuesday, 23 July, 2019 1:22 PM
To: McNamara, Nikeisha (DEW)
Subject: RE: Vacancy published: Vacancy 355462, Office Manager, Minister's Office, 0, 1 has been published [DLM=For-Official-Use-Only]

Security Classification:

For Official Use Only

For Official Use Only

Thank you

Sally McInnes

A/Office Manager

Office of the Minister for Environment and Water

P: (08) 8463 5675

Level 10, 81-95 Waymouth Street, Adelaide SA 5000

GPO Box 1047, Adelaide SA 5001

environment.sa.gov.au

The information in this e-mail may be confidential and/or legally privileged. Use or disclosure of the information to anyone other than the intended recipient is prohibited and may be unlawful. If you have received this email in error please advise by return email.

From: McNamara, Nikeisha (DEW) <Nikeisha.McNamara@sa.gov.au>
Sent: Tuesday, 23 July, 2019 12:00 PM
To: McInnes, Sally (DEW) <Sally.McInnes@sa.gov.au>
Subject: FW: Vacancy published: Vacancy 355462, Office Manager, Minister's Office, 0, 1 has been published [DLM=For-Official-Use-Only]

For Official Use Only

Hi Sally

Just letting you know that the Office Manager advertisement has been published live on IWorkForSA.

Kind Regards,

Nikeisha McNamara

HR Advisor

Corporate Services | Strategy, Science and Corporate Services

Department for Environment and Water

P (08) 8463 6839 | E: Nikeisha.Mcnamara@sa.gov.au

81-95 Waymouth Street, Adelaide SA 5000

GPO Box 1047, Adelaide SA 5001

The information in this e-mail may be confidential and/or legally privileged. Use or disclosure of the information to anyone other than the intended recipient is prohibited and may be unlawful. If you have received this email in error please advise by return email.

From: no-reply@bigredsky.com [mailto:no-reply@bigredsky.com]
Sent: Tuesday, 23 July, 2019 4:01 AM

To: McNamara, Nikeisha (DEW) <Nikeisha.McNamara@sa.gov.au>

Subject: Vacancy published: Vacancy 355462, Office Manager, Minister's Office, 0, 1 has been published

Dear Nikeisha McNamara

Vacancy 355462, Office Manager, Minister's Office, 0, 1 has been published to IWORKFOR.SA.gov.au

Regards

IWORKFOR.SA.gov.au

This is a system-generated email, please do not reply.

[BACK](#)[APPLY](#)[EMAIL A FRIEND](#)[PRINT](#)

Office Manager, Minister's Office

Environment and Water

Job reference: 355462

Location: 5000 - ADELAIDE

Job status: Short Term Contract

Eligibility: Open to Everyone

The Office Manager is responsible for providing leadership in the management of all administrative, financial, human resource and other related functions for the Minister's Office to ensure that the strategic operation of the Office meets the requirements of the Minister. The Office Manager provides an expert advisory and research service to the Minister and Chief of Staff on matters that directly impact upon the corporate governance of the Office. The incumbent will be responsible for managing the Minister's Office and is responsible for developing and maintaining collaborative relationships with a diverse range of internal and external stakeholders across the SA government including: senior officers in the Minister's portfolio agencies, Ministerial Staff and Members of Parliament.

The incumbent will be required to have a strong understanding of government business requirements, Cabinet, Parliament procedures, procurement, finance and human resources management in addition to extensive experience in problem solving, relationship management, providing leadership within a high pressure environment, managing staff and balancing a large number of compelling priorities.

Contract for 12 Months.

Special Conditions

- May be required to participate in fire management and associated duties.
- Some out of hours work will be required.
- The incumbent will need to have completed, or be willing to complete, the SA State Records Freedom of Information Course to be an accredited FOI Officer.
- This role has been designated as a Position of Trust pursuant to the standards required in the Australian Government Protective Security Policy Framework. By applying for this role you consent to being screened under the process of obtaining a National Police Clearance (NPC), and to the Department requiring you to obtain a National Police Clearance (NPC).

Remuneration

ASO7 \$100,059 minimum p.a. - \$108,307 maximum p.a.

Enquiries

Mary-Anne Healy

8204 9396

mary-anne.healy@sa.gov.au

Application Instructions

All applications must be submitted online.

Applicants to submit a CV and letter of application (max 3 pages) addressing the competency elements outlined in the Role Description.

Applications close: 05/08/2019 6:00 PM

Attachments:

- [ASO7 Office Manager Role Description pdf](#)
- [Applicant Guidelines pdf](#)
- [Pre Employment Declaration pdf](#)

Flexibility Statement

The South Australian public sector promotes diversity and flexible ways of working including part-time. Applicants are encouraged to discuss the flexible working arrangements for this role.

[BACK](#)[APPLY](#)[EMAIL A FRIEND](#)[PRINT](#)

Role Description

Role Title: Office Manager

Group: Chief Executive's Office

Classification Level: ASO7

Branch/Region/Unit: Minister's Office

CHRIS Position Number: M20149

Reports to (Title): Director, Office of the Chief Executive

Our Organisation

The Department for Environment and Water (DEW) is committed to providing a highly supportive work environment that values the participation and contribution of every employee in shaping the future of the department. DEW is a high performing organisation that encourages excellence, improvement and growth at both an organisational and individual level. DEW has a flexible approach to doing business and is committed to ensuring our people have flexibility around the number of hours worked, scheduling of hours and location of work. Everything we do is underpinned by our core values and consequently we value and respect our people; we encourage active participation and leadership; we continuously seek to be better and we achieve results.

About the Branch/Business Unit

The Minister's Office provides executive, administrative and secretarial support as well as advice to the Minister. Ministerial staff provide the Minister with high level advice on government policy, Cabinet, statutory requirements and cross-issues with other portfolios. The Minister's Office staff liaise with the department, other government agencies, Ministers' Offices, Members of Parliament, members of the community, and relevant organisations and officials to produce expert advice and direction, as well as develop projects, research and briefings.

About the Role

The Office Manager is responsible for providing leadership in the management of all administrative, financial, human resource and other related functions for the Minister's Office to ensure that the strategic operation of the Office meets the requirements of the Minister. The Office Manager provides an expert advisory and research service to the Minister and Chief of Staff on matters that directly impact upon the corporate governance of the Office. The incumbent will be responsible for managing the Minister's Office and is responsible for developing and maintaining collaborative relationships with a diverse range of internal and external stakeholders across the SA government including; senior officers in the Minister's portfolio agencies, Ministerial Staff and Members of Parliament.

The incumbent will be required to have a strong understanding of government business requirements, procurement, finance and human resources management in addition to extensive experience in problem solving, relationship management, providing leadership within a high pressure environment, managing staff and balancing a large number of competing priorities.

Key Role Outcomes

- The Minister's Office functions as a highly organised, efficient, service oriented business unit, providing outstanding service to the Minister.
- The Minister and Chief of Staff are supported through the provision of high level and expert advice through the liaison with senior officers, Ministerial staff and Members of Parliament
- Public Sector Act staff within the office are supported and motivated to meet performance goals through the use of effective management techniques.
- The Minister's Office budget and expenditure is efficiently managed in accordance with relevant policies and reporting standards.
- Administrative, financial, human resource, information technology, security, supply and related functions are efficient and effectively support the operations of the Ministerial Office consistent with relevant legislation and departmental policies and procedures.
- Freedom of information applications are managed and responded to, in consultation with relevant parties, in a timely manner and in accordance with legislative obligations. The Minister is prepared for Cabinet meetings through the effective



coordination of Cabinet processes that ensure information and documentation is readily available and complies with relevant templates and agency standards.

- Key relationships are built and maintained through effective communication processes with key internal and external stakeholders.

Key Relationships

- Reports to the Director, Office of the Chief Executive, Department for Environment and Water.
- Maintains close working relationships with the Minister, Chief of Staff and Ministerial Advisers.
- Maintains strong working relationships with Ministerial Liaison Officers.
- Maintains working relationships with Chief Executives and senior executives in the Minister's portfolio agencies.
- Maintains working relationships with staff in other Ministers' Offices and other key stakeholders.
- Maintains working relationships with key DEW stakeholders.

Special Conditions

- May be required to participate in fire management and associated duties.
- Some out of hours work will be required.
- The incumbent will need to have completed, or be willing to complete, the SA State Records Freedom of Information Course to be an accredited FOI Officer.
- This role has been designated as a Position of Trust pursuant to the standards required in the Australian Government Protective Security Policy Framework. By applying for this role you consent to being screened under the process of obtaining a National Police Clearance (NPC), and to the Department requiring you to obtain a National Police Clearance (NPC).

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and Change	<ul style="list-style-type: none"> • Thinking and Acting Strategically • Leading and Influencing Change 	<ul style="list-style-type: none"> • Creates operational plans that contribute to strategic goals and outcomes. • Manages up and down to successfully introduce new policy directions and/or business systems.
Achieves Results	<ul style="list-style-type: none"> • Delivering Effective Outcomes • Assuming Accountability • Making Decisions 	<ul style="list-style-type: none"> • Sets priorities for self and clear expectations and priorities for others and manages workflow in order to achieve outcomes on time. • Establishes own credibility by demonstrating competence, sound judgement, knowledge and professionalism. • Evaluates impact and consequences of taking a particular course of action, taking into account stakeholder concerns as well as the impact across the Agency.
Drives Business Excellence	<ul style="list-style-type: none"> • Optimising Performance • Directing Resources • Facilitating Quality and Continuous Improvement 	<ul style="list-style-type: none"> • Applies performance management processes in their work area and provides timely feedback and coaching to staff. • Reviews work progress and facilitates revision of priorities as required. • Recognises problems as opportunities for improvement and facilitates discussion and/or development of processes to address these.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Establishing and Maintaining Networks 	<ul style="list-style-type: none"> • Gains understanding of and effectively navigates through organisational decision making processes to achieve outcomes. • Builds collaborative relationships based on an understanding of stakeholder priorities/objectives.

Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> • Modelling Public Sector Values • Displaying Flexibility and Resilience 	<ul style="list-style-type: none"> • Emphasises the importance of building trust and respect and behaving ethically in all dealings. • Consistently behaves in an ethical and professional manner aligned with the Public Sector values and Code of Ethics, even in difficult situations. • Is responsive to the unexpected. • Engages positively with ambiguous situations and demonstrates flexibility in thinking.
---	---	---

Technical, Professional/knowledge and Experience (including qualifications)

- Extensive experience in the management of administrative, financial and human resource management functions.
- Extensive experience in engaging and working with stakeholders at all levels.
- Demonstrated knowledge of the structures and decision making processes of the public sector.
- Knowledge and understanding of public sector administrative processes.
- An understanding of the Westminster System of Government is desirable.

Work, Health and Safety

Lead workplace safety procedures and programs

- Proactively ensures all direct reports understand workplace health and safety requirements and responsibilities
- Leads and participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Implements procedures for dealing with incidents and emergency events.
- Maintains appropriate workplace safety records.
- Implements procedures for managing injured workers.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to EEO, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the Public Sector Act 2009.
- Actively participate in the Department's Performance Development and Review Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

DEW Branch: Minister's Office	Date approved: 19/4/2018
DEW Group: Minister's Office	Classified by Consulting: Yes

Applicant Guidelines

To be used in conjunction with the latest Role Description Template

Thank you for your interest in applying for a role within the Department of Environment, Water and Natural Resources (DEWNR). To help you prepare your application we are happy to provide you with the following information. We strongly encourage you to use this information in conjunction with other resources to assist you through the application process.

Before You Start Your Application	2
Selection Based on Competencies.....	2
<i>What are competencies?</i>	<i>2</i>
The Role Description.....	2
<i>Group Purpose:</i>	<i>2</i>
<i>About the Role:</i>	<i>2</i>
<i>Key Role Outcomes:</i>	<i>3</i>
<i>Key Relationships / Interactions (Internal and External):</i>	<i>3</i>
<i>Competencies:</i>	<i>3</i>
<i>Qualifications:</i>	<i>3</i>
<i>Special Conditions:</i>	<i>3</i>
<i>Important Instructions on Addressing the Competencies:</i>	<i>4</i>
SAR Principle	4
What Your Application Should Contain	5
Submitting Your Application	5
Applicant Eligibility Criteria	5
Selecting the Right Person for the Job	5

Before You Start Your Application

- Obtain and thoroughly read the Role Description.
- If you have any questions or wish to gain further information, contact the enquiries person listed on the advertisement.
- Access the Department of Environment, Water and Natural Resources website at [Department of Environment, Water & Natural Resources](#). Take particular note of DEWNR's current values and goals.

Selection Based on Competencies

All employees and potential employees of DEWNR who are applying for roles at various levels are expected to demonstrate a range of competencies relevant to the level of the role.

What are competencies?

Competencies are the underlying attributes required in a person to achieve effective performance in a job. They are the behaviours people need to demonstrate on the job to perform effectively.

The DEWNR Competency Framework is based on the five core competencies of the South Australian Executive Service Competency Framework (SAES), that is:

1. Shapes Strategic Thinking and Change
2. Achieves Results
3. Drives Business Excellence
4. Forges Relationships and Engages Others
5. Exemplifies Personal Drive and Professionalism

'Elements' and 'Behavioural Indicators' customised by indicative classification level have been developed in DEWNR aligned with each of the above SAES competencies.

The Role Description

The Role Description comprises a number of sections to help you understand the role and therefore assess your level of interest in and suitability for the role. The information below provides a brief summary of the key sections.

Purpose:

This section gives an overview of the vision and scope of the Group (business division) within which the role is located. This will provide you with an understanding of the broader goals to which the role contributes and the context within which the incumbent will be required to work.

About the Branch/Business Unit

This section gives an overview of the vision and scope of the Branch/Region within which the role is located. This will provide you with an understanding of the broader goals to which the role contributes and the context within which the incumbent will be required to work.

About the Role:

Provides the fundamental aim of the role, similar to a 'mission statement'.

Key Role Outcomes:

Outlines the key outcomes required of the role. This gives you information on what you will be expected to deliver and achieve in the role.

Key Relationships:

Outlines the key internal and external relationships you will be required to build and successfully maintain in order to perform effectively in the role.

Special Conditions:

- o Outlines duties or expectations specific to the role for which you are applying, e.g. fire management or associated duties, overnight absences, being required to fly in a light plane or needing to wear a specific uniform.

Core Competencies & Technical, Professional/knowledge:

The Core Competencies and Technical, Professional/Knowledge sections are what you will be assessed against in the short listing process and therefore form the selection criteria for the role.

1. Core Competencies

This section is broken down into a table with the following 3 columns:

- 1) The 5 competencies as per the South Australian Executive Service (SAES) framework.
- 2) 'Elements' within each competency – **NB: as part of your application, you are required to respond to each Element listed against the competencies.**
- 3) 'Behavioural Indicators' – These will vary for each Element depending on the level of the role for which you are applying. The Behavioural Indicators demonstrate the behaviours/actions required to be performing effectively at the level of the role. Therefore, they are a useful indication to you of the types of actions/ behaviours that the selection panel will be looking for applicants to demonstrate within each competency. **NB: the indicators are not listed in any priority order.**

2. Technical, Professional/knowledge and Experience (including qualifications)

This section indicates the base knowledge and/or technical skills required for a specific role. If listed, you need to respond to each of the listed technical competencies in your application by providing a response that demonstrates your knowledge, experience or ability in this competency.

Provision is made in this section for listing the qualifications that may be either required to successfully perform in the role, or may be desirable. In some case, no qualifications may be listed. Whether the qualifications are essential or desirable will be indicated in the Role Description. Whichever it is, you need to respond by listing the relevant qualifications that you hold. It is recommended that you include proof of qualifications.

Important Instructions on Addressing the Competencies:

- You will be assessed against the listed competencies in the short listing process. It is vital that you address the Competencies and, if applicable to the role, also the Qualifications section.
- In responding to the Competencies, you are required to address the listed Elements in Column 2 – see below.

Competency	Element	Behavioural Indicators
e.g. Shapes Strategic Thinking and Change	e.g. Thinking and Acting Strategically RESPOND to this component in your application, e.g. how have you acted...?	e.g. Remains focused on achieving outcomes despite the emergence of unexpected or unplanned pressures DO NOT respond directly to this component in your application – it will be explored as part of the interview process should you be successful in the short listing process. Use the indicators as a useful guide to the actions/behaviours the selection panel will be looking for .

- **NB: Applicants will be judged on their ability to respond briefly.** One paragraph for each Element of no more than 100 words is strongly recommended.
- When responding to the Elements within the competencies, we recommend you use the SAR principle (outlined below).

SAR Principle

- **Situation:** Identify a recent situation, setting or project you were involved in that shows how you have effectively applied the element, when this occurred, who was involved and what role you played.
- **Action:** Give brief details of what you did, why and how. Describe how you responded to the situation/task, what problems/difficulties you had to address and how you resolved them.
- **Result:** Briefly outline what the result was. Outline the outcome and/or the feedback you received.
- The following example may assist you in responding to the Elements within the Core Competencies: Applicant for a Level 3 First Line management role addressing the Element: "Influencing and Negotiating" within the Competency "Forges Relationships and Engages Others":

In my current role, successfully negotiating contracts with suppliers is crucial to ensure cost effective delivery of efficient services to the organisation. I manage each contract, which requires day to day negotiation with suppliers around issues as they arise.

For example, there was a conflict between 2 security guards on site, which I had to discuss with the supplier. The outcome was a number of changes to operating practices that ensured minimal impact to their service delivery to the business and an outcome that was readily accepted by the 2 contractors so conflict has not occurred since.

- **In responding to the Technical, Professional/knowledge and Experience section,** you need to provide a response that demonstrates your knowledge/experience or ability as required. For example, if the technical competency is listed as "An understanding of the principles of the Occupational Health, Safety and Welfare legislation" then your response might look something like this:

During my 15 years of employment I have gained a clear understanding of the principles of OHS&W. I understand and respect that the key principle is to ensure all employees are safe from injury and risks to health and welfare while at work and it focuses on the integration of health and safety through all organisational structures.

I understand that I have a duty of care to my employer and to other employees under OHS&W legislation in the discharge of my duties, including identifying and reporting workplace hazards or risks. In one of my early roles as a Project Officer at Newland, I co-ordinated the OHS&W Risk Assessment for my work unit, in liaison with the OHS&W Branch.

What Your Application Should Contain

Your application should include the following 3 elements:

- 1) Cover Letter expressing your interest in the role (specify the role and any reference number) and including a written response to each ELEMENT within the Core Competencies and, if applicable, a written response to the sections on Technical / Professional Competencies and Qualifications.
NB: It is expected that the above will be no more than 3 pages.
- 2) A Brief Curriculum Vitae (CV) or Resume, including a list of at least 3 referees (at least 2 should be work related referees where possible, if you have just left school or university an academic referee may be appropriate)
- 3) If you are not currently employed within the South Australian public sector, applicants are required to complete an Employment Declaration and be submitted as part of your application. The Employment Declaration form is available through the Notice of Vacancy advertisement.

Submitting Your Application

- o Please check the vacancy advertisement thoroughly for further details on where your application should be submitted. If you have any questions relating to the role, please contact the nominated 'Enquiries' person as specified on the vacancy advertisement.
- o If you do not have access to e-mail please check the vacancy advertisement for a postal address. Should a postal address not be specified on the advertisement contact the nominated 'Enquiries' person who will provide a postal address to you. You are required to forward two copies of your application, marked *Confidential* to the address provided.
- o If on the vacancy advertisement you are requested to submit your application to DEWNR Jobs and you do not have access to e-mail please submit your application marked *Confidential*, to: *Recruitment and Selection Team, People, Capability and Culture, Department of Environment, Water and Natural Resources, GPO Box 1047, Adelaide SA 5001 or Fax (08) 8463 4478.*
- o **Closing time** is generally listed in the advertisement and is usually by 5pm on the closing date. Check the advertisement carefully.

Applicant Eligibility Criteria

If you are applying for an **ongoing vacancy** you must be an Australian Citizen or have a Permanent Resident Visa. If you are applying for a **contract vacancy** then you must be an Australian Citizen or have a Permanent Resident Visa or have an Australian Work Visa which allows you to work in Australia for the period of the employment contract.

Selecting the Right Person for the Job

Your application for the role will help us to decide whether to discuss and/or assess your capability to do the job further. If your application indicates that you are able to meet the Competencies section in the Role Description, we may invite you to attend further selection processes. If you are invited to attend further selection processes you will be informed of the approach being used to assess your competencies.