

Freedom of Information publication coversheet

The following information is provided pursuant to Section 28 of the *Freedom of Information Act 2016*.

FOI Reference : CFCFOI 2022-001

Information	Status
1. Access application	Publicly available
2. Decision notice	Publicly available
3. Documents and schedule	Publicly available
4. Additional information identified	No
5. Fees	Waived
6. Processing time (in working days)	3
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

From: [REDACTED]
To: [CFC, Corporate Finance](#)
Cc: [REDACTED]
Subject: FOI Request | Recruitment Documentation for CFC Chief of Staff Role
Date: Wednesday, 31 August 2022 2:28:29 PM
Attachments: [image001.jpg](#)

Good Afternoon,

RE: FOI REQUEST – RECRUITMENT DOCUMENTATION FOR CFC CHIEF OF STAFF ROLE

I write to request under the *Freedom of Information Act 2016* a copy of any documentation of the recruitment process of the current Chief of Staff of the Cultural Facilities Corporation. I would like my request to include but not be limited to:

- Recruitment process evaluation reports
- Deidentified resumes of all applicants (for clarification, I am not requesting any personal details of the applicants, just the relevant parts of the resumes pertaining to their previous working experience)
- All correspondence to, from and between CFC regarding the recruitment process
- All briefs or other correspondence between CFC and members of the ACT Executive, including ministers and their staff, regarding the recruitment process and appointment of the successful candidate
- Documentation related to the transition of this position from temporary to permanent

I ask that my request be transferred to other entities that may hold relevant information.

Duplicate documents may be excluded.

Should you require any further information or clarification about my request, please contact my office on [REDACTED].

Best,

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



Our Ref: CFCFOI2022-001

[REDACTED]

[REDACTED]

[REDACTED]

FREEDOM OF INFORMATION (FOI) REQUEST

I refer to your application received by Cultural Facilities Corporation on 31 August 2022 in which you sought access to information under the *Freedom of Information Act 2016* (the FOI Act).

In your application you have requested the following:

A copy of any documentation of the recruitment process of the current Chief of Staff of the Cultural Facilities Corporation. I would like my request to include but not be limited to:

- 1. Recruitment process evaluation reports*
- 2. Deidentified resumes of all applicants (for clarification, I am not requesting any personal details of the applicants, just the relevant parts of the resumes pertaining to their previous working experience)*
- 3. All correspondence to, from and between CFC regarding the recruitment process*
- 4. All briefs or other correspondence between CFC and members of the ACT Executive, including ministers and their staff, regarding the recruitment process and appointment of the successful candidate*
- 5. Documentation related to the transition of this position from temporary to permanent*

I ask that my request be transferred to other entities that may hold relevant information. Duplicate documents may be excluded.

Authority

I am an Information Officer appointed by the Chief Executive Officer under section 18 of the Act to deal with access applications made under part 5 of the Act.

Consultation

Information identified as relevant to your request involves third parties. These relevant third parties may be concerned about the release and publication of the identified information. Under section 38 of the FOI Act, I am obliged to seek third party views on the release of the information concerning



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them and, under section 38 (5) of the FOI Act, provide a period of 15 working days for them to submit reasons favouring nondisclosure if they wish to do so. This date will be by 20 October 2022.

Under section 40 (2) (a) our response to your access application is extended by 15 days.

I will need to consider the third parties consultation responses and notify each third party of my decision and also provide an opportunity for the third parties to seek review of my decision. Under section 41 (1) of the FOI Act, I now request a further seven days to decide the application so that we can meet this extended process. We are requesting that the revised deadline for a response to your request is now 27 October 2022.

Further action

Third party consultation has commenced. Should the relevant third parties disagree with my determination on the release of government information in response to your request, access to that information may be deferred to facilitate an external review process and you will be notified accordingly.

Privacy

Your personal information is protected and managed in accordance with the *Information Privacy Act 2014* and will not be provided to the relevant third parties without your prior consent.

Contact

Should you have any queries please contact me by telephone on (02) 6205 4574, or email karen.furner@act.gov.au referencing CFCFOI2022-001.

Yours sincerely,



Karen Furner
FOI Information Officer
Cultural Facilities Corporation

28 September 2022

Our Ref: CFCFOI2022-001

[REDACTED]

[REDACTED]

[REDACTED]

FREEDOM OF INFORMATION (FOI) REQUEST

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Cultural Facilities Corporation (CFC) on 31 August 2021.

In your application you have requested the following:

A copy of any documentation of the recruitment process of the current Chief of Staff of the Cultural Facilities Corporation. I would like my request to include but not be limited to:

- 1. Recruitment process evaluation reports*
- 2. Deidentified resumes of all applicants (for clarification, I am not requesting any personal details of the applicants, just the relevant parts of the resumes pertaining to their previous working experience)*
- 3. All correspondence to, from and between CFC regarding the recruitment process*
- 4. All briefs or other correspondence between CFC and members of the ACT Executive, including ministers and their staff, regarding the recruitment process and appointment of the successful candidate*
- 5. Documentation related to the transition of this position from temporary to permanent*

I ask that my request be transferred to other entities that may hold relevant information. Duplicate documents may be excluded.

Authority

I am an Information Officer appointed by the Chief Executive Officer under section 18 of the Act to deal with access applications made under part 5 of the Act.

Consultation

Information identified as relevant to your request involves third parties. Consultation was sought under section 38 of the FOI Act, on the public release of information that may concern their personal



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PLACES**

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CENTRE**

affairs. After considering responses from third parties, I consider relevant information on resumes relating to previous work experience to be personal information and non-disclosure will protect the identity of the individual, and their right to privacy.

Timeframes

In accordance with section 41 (1) of the Act and our request for an extension to respond, CFC is required to provide a decision on your access application by 27 October 2022.

Decision on access

Searches were completed for relevant recruitment process documents.

Partial access has been granted for the following documentation with personal information redacted under section 17 and Schedule 2 of the Act:

1. *Recruitment process evaluation reports*
(available at Attachment A to this letter)
3. *All correspondence to, from and between CFC regarding the recruitment process*
(available at Attachment B to this letter)

Access has not been granted for the following documentation after third party consultation was sought under section 38 of Act:

2. *Deidentified resumes of all applicants (for clarification, I am not requesting any personal details of the applicants, just the relevant parts of the resumes pertaining to their previous working experience)*

Documentation does not exist for the following:

4. *All briefs or other correspondence between CFC and members of the ACT Executive, including ministers and their staff, regarding the recruitment process and appointment of the successful candidate.*
(The recruitment process and appointment of the successful candidate was conducted within the Cultural Facilities Corporation)
5. *Documentation related to the transition of this position from temporary to permanent*
(The Chief of Staff position was created, advertised, and filled as a permanent position)

Additional Charges

Processing charges are applicable to this request as the number of pages being released to you greatly exceeds the charging threshold of 50 pages, however, I have waived fees associated with your access application under section 107(2)(e) of the Act.

On-line publishing – Disclosure Log

Under section 28 of the Act, CFC maintains an online record of access applications called a disclosure log. Details regarding your application, decision notes, and information released to you must be recorded in the disclosure log and be made publicly available between three and ten working days after the decision on access has been given to you. Please be aware that while an application for

personal information will not be included in the published information, all other information will be included in the disclosure log and published on <http://www.culturalfacilities.act.gov.au/>.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from my deemed decision, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
Canberra ACT 2601
Via email: actfoi@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore Street
GPO Box 370
Canberra City ACT 2601
Telephone : (02) 6207 1740
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on (02) 6205 4574, or email karen.furner@act.gov.au.

Yours sincerely,



Karen Furner
FOI Information Officer
Cultural Facilities Corporation

27 October 2022



Individual Assessment

Instructions

1. This form is part of the Recruitment Selection Package.
2. This form should be completed in MS Word. To unlock protected fields and table sections select *Tools* and *Unprotect* (from menu bar) and remove editing restrictions (XP users only). This will allow you to add or delete fields, columns and rows as required.

Position Details	
Directorate: Chief Minister, Treasury & Economic Development Directorate	Division: Cultural Facilities Corporation
Branch: Central	Section: Corporate/HR
Position Title: Chief of Staff	Position Number: 1118
Position Classification: SOG A	Applicants Name: [REDACTED]

Applicant Assessments									
The applicant has been assessed against each of the selection criteria using the rating scale:									
	SC1	SC2	SC3	SC4	SC5	SC6	SC7	Overall	Av
APPLICATION	4.5	4	4.5	4	4.5	4	4	29.5	4.21
INTERVIEW									
TOTAL									

Note:

Selection Criteria:

SC1 shape strategic thinking...

SC2 lead and value people, ... build culture of improving practice

SC3 foster collaboration, partnerships etc ... build on demonstrated history of respect in govt & arts

SC4 exceptional written and interpersonal skills ... Board, staff, govt and community

SC5 understanding and experience in Arts, Govt Exec and Leg Ass

SC6 senior management team strategic

SC 7 Workplace Diversity, WR, WHS, Code of Ethics

HD1 Bachelor's degree +

HD2 3+ years COS or equiv

HD 3 Driver's licence

Recruitment Rating Scale:

- | | |
|-----|-----------------------------------|
| 5 | Excellent |
| 4 | Fully Competent |
| 3 | Competent |
| 2 | Requires Development/Satisfactory |
| 1 | Unsuitable/Unsatisfactory |
| N/A | Not Assessed |

Eligibility/Qualifications (if applicable)

Applicant meets prescribed minimum eligibility/qualifications for the position?

HD 1 Bachelor's or higher

HD 2 3+ years experience as COS or equivalent

HD 3 Driver's licence

X Yes No

Comments (Summary of reason to support assessment)**WRITTEN APPLICATION**

This is a particularly strong application

The applicant is Fully competent or higher on each Criteria and exceeds the Eligibility criteria. The panel noted the applicant's experience and standing in the community, the Arts sector and the ACT Government and strategic leadership across a range of areas.

These skills and backgrounds indicate that the applicant is clearly eligible for appointment to the role and is a lead candidate for appointment.: **INTERVIEW**

Selection Committee In Agreement

CHAIRPERSON

Jordan Ransom
PRINT NAME SIGNATURE

Date: 27/1/22

Genevieve JACOBS
MEMBER

Genevieve Jacobs
PRINT NAME SIGNATURE

Date: 27/1/22

MEMBER

Ian Tidy

Ian Tidy
SIGNATURE

Date: 26/01/2022

PRINT NAME

SIGNATURE



Individual Assessment

Instructions

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Position Details	
Directorate: Chief Minister, Treasury & Economic Development Directorate	Division: Cultural Facilities Corporation
Branch: Central	Section: Corporate/HR
Position Title: Chief of Staff	Position Number: 1118
Position Classification: SOG A	Applicants Name: [REDACTED]

Applicant Assessments									
The applicant has been assessed against each of the selection criteria using the rating scale:									
	SC1	SC2	SC3	SC4	SC5	SC6	SC7	Overall	Av
APPLICATION	4	4	3.5	4	4	4	3	26.5	3.78
INTERVIEW									
TOTAL									

Note:

Selection Criteria:

SC1 shape strategic thinking...

SC2 lead and value people, ... build culture of improving practice

SC3 foster collaboration, partnerships etc ... build on demonstrated history of respect in govt & arts

SC4 exceptional written and interpersonal skills ... Board, staff, govt and community

SC5 understanding and experience in Arts, Govt Exec and Leg Ass

SC6 senior management team – strategic

SC 7 Workplace Diversity, WR, WHS, Code of Ethics

HD1 Bachelor's degree +

HD2 3+ years COS or equiv

HD 3 Driver's licence

Recruitment Rating Scale:

- | | |
|-----|-----------------------------------|
| 5 | Excellent |
| 4 | Fully Competent |
| 3 | Competent |
| 2 | Requires Development/Satisfactory |
| 1 | Unsuitable/Unsatisfactory |
| N/A | Not Assessed |

Eligibility/Qualifications (if applicable)

Applicant meets prescribed minimum eligibility/qualifications for the position?

HD 1 Bachelor's or higher

HD 2 3+ years experience as COS or equivalent

HD 3 Driver's licence

X Yes No

Comments (Summary of reason to support assessment)**WRITTEN APPLICATION**

This is a very strong application

There are clear strengths in leadership, in people management and innovative work. The experience in [REDACTED] was noted and respected by the panel

The experience is in leadership – particularly in cultural programming. The panel noted that the application was potentially slightly stronger in the curatorial programming than in more co-ordinated strategic leadership as required in a COS level, and that this may need to be teased out further at interview.

The application is strong enough that the applicant is clearly appointable; INTERVIEW

Selection Committee In Agreement

CHAIRPERSON

[Signature]

Date: 27/1/22

Canavieve

PRINT NAME

SIGNATURE

MEMBER JACOBS

[Signature]

Date: 27/1/22

PRINT NAME

SIGNATURE

MEMBER

Ian Tidy

Date: 26/01/2022

[Signature]

PRINT NAME

SIGNATURE



Individual Assessment

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Position Details	
Directorate: Chief Minister, Treasury & Economic Development Directorate	Division: Cultural Facilities Corporation
Branch: Central	Section: Corporate/HR
Position Title: Chief of Staff	Position Number: 1118
Position Classification: SOG A	Applicants Name: [REDACTED]

Applicant Assessments								
The applicant has been assessed against each of the selection criteria using the rating scale:								
	SC1	SC2	SC3	SC4	SC5	SC6	SC7	Overall
APPLICATION	4	4	3	4	2	4	3.5	24.5
INTERVIEW								
TOTAL								

Note:

Selection Criteria:

SC1 shape strategic thinking...

SC2 lead and value people, ... build culture of improving practice

SC3 foster collaboration, partnerships etc ... build on demonstrated history of respect in govt & arts

SC4 exceptional written and interpersonal skills ... Board, staff, govt and community

SC5 understanding and experience in Arts, Govt Exec and Leg Ass

SC6 senior management team strategic

SC 7 Workplace Diversity, WR, WHS, Code of Ethics

HD1 Bachelor's degree +

HD2 3+ years COS or equiv

HD 3 Driver's licence

Recruitment Rating Scale:

- | | |
|-----|-----------------------------------|
| 5 | Excellent |
| 4 | Fully Competent |
| 3 | Competent |
| 2 | Requires Development/Satisfactory |
| 1 | Unsuitable/Unsatisfactory |
| N/A | Not Assessed |

Eligibility/Qualifications (if applicable)

Applicant meets prescribed minimum eligibility/qualifications for the position?

HD 1 Bachelor's or higher

HD 2 3+ years experience as COS or equivalent

HD 3 Driver's licence

☐ Yes ☐ No

Comments (Summary of reason to support assessment)

This is a strong application.

The panel noted particular leadership skills and history with federal areas of responsibility.

The panel also reflected that the experience vis a vis ACT Government and community was limited and the application was not strong regarding the demonstrated respect in the arts sector.

On reflection, the panel did not consider that the applicant was appointable given 2 much stronger applications and therefore has determined not to interview.

Selection Committee In Agreement

CHAIRPERSON

[Signature]
PRINT NAME SIGNATURE

Date: 27/1/22

[Signature]
MEMBER

JACOBS

[Signature]
PRINT NAME SIGNATURE

Date: 27/1/22

MEMBER

Ian Tidy

[Signature]
PRINT NAME SIGNATURE

Date: 26/01/2022



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Position Details	
Directorate: Chief Minister, Treasury & Economic Development Directorate	Division: Cultural Facilities Corporation
Branch: Central	Section: Corporate/HR
Position Title: Chief of Staff	Position Number: 1118
Position Classification: SOG A	Applicants Name: [REDACTED]

Applicant Assessments								
The applicant has been assessed against each of the selection criteria using the rating scale:								
	SC1	SC2	SC3	SC4	SC5	SC6	SC7	Overall
APPLICATION	2.5	3	2	3	1	3	3	17.5
INTERVIEW								
TOTAL								

Note:

Selection Criteria:

SC1 shape strategic thinking...

SC2 lead and value people, ... build culture of improving practice

SC3 foster collaboration, partnerships etc ... build on demonstrated history of respect in govt & arts

SC4 exceptional written and interpersonal skills ... Board, staff, govt and community

SC5 understanding and experience in Arts, Govt Exec and Leg Ass

SC6 senior management team – strategic

SC 7 Workplace Diversity, WR, WHS, Code of Ethics

HD1 Bachelor's degree +

HD2 3+ years COS or equiv

HD 3 Driver's licence

Recruitment Rating Scale:

- | | |
|-----|-----------------------------------|
| 5 | Excellent |
| 4 | Fully Competent |
| 3 | Competent |
| 2 | Requires Development/Satisfactory |
| 1 | Unsuitable/Unsatisfactory |
| N/A | Not Assessed |

Eligibility/Qualifications (if applicable)

Applicant meets prescribed minimum eligibility/qualifications for the position?

HD 1 Bachelor's or higher

HD 2 3+ years experience as COS or equivalent

HD 3 Driver's licence

☐ Yes ☒ No

Comments (Summary of reason to support assessment)

Some strengths but the applicant does not have sufficient demonstrated experience in the ACT nor the in Arts sector as required by the PD.

The background of employment is not of sufficient to meet the Eligibility qualifications of COS or COS type experience

No interview

Selection Committee In Agreement

CHAIRPERSON

Gordon Ramsay

PRINT NAME

SIGNATURE

Date: 27/1/22

MEMBER

GANEVIGUE

JACOBS

PRINT NAME

SIGNATURE

Date: 27/1/22

MEMBER

Ian Tidy

[Signature]

Date: 26/01/2022

PRINT NAME

SIGNATURE



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Position Details	
Directorate: Chief Minister, Treasury & Economic Development Directorate	Division: Cultural Facilities Corporation
Branch: Central	Section: Corporate/HR
Position Title: Chief of Staff	Position Number: 1118
Position Classification: SOG A	Applicants Name: [REDACTED]

Applicant Assessments								
The applicant has been assessed against each of the selection criteria using the rating scale:								
	SC1	SC2	SC3	SC4	SC5	SC6	SC7	Overall
APPLICATION	2	3	2	2	1	3	3	16
INTERVIEW								
TOTAL								

Note:

Selection Criteria:

SC1 shape strategic thinking...

SC2 lead and value people, ... build culture of improving practice

SC3 foster collaboration, partnerships etc ... build on demonstrated history of respect in govt & arts

SC4 exceptional written and interpersonal skills ... Board, staff, govt and community

SC5 understanding and experience in Arts, Govt Exec and Leg Ass

SC6 senior management team strategic

SC 7 Workplace Diversity, WR, WHS, Code of Ethics

HD1 Bachelor's degree +

HD2 3+ years COS or equiv

HD 3 Driver's licence

Recruitment Rating Scale:

- 5 Excellent
- 4 Fully Competent
- 3 Competent
- 2 Requires Development/Satisfactory
- 1 Unsuitable/Unsatisfactory
- N/A Not Assessed

Eligibility/Qualifications (if applicable)

Applicant meets prescribed minimum eligibility/qualifications for the position?

HD 1 Bachelor's or higher

HD 2 3+ years experience as COS or equivalent

HD 3 Driver's licence

Yes X No

Comments (Summary of reason to support assessment)

The applicant's experience is not at COS level

The applicant has not demonstrated experience in the Arts nor with the ACT Exec nor ACT Legislative Assembly

These are all matters which are required under the PD.

No interview

Selection Committee In Agreement

CHAIRPERSON

Jordan Ramsay

Date: 27/1/22

Canavieve

PRINT NAME

SIGNATURE

MEMBER

JACOBS

PRINT NAME

SIGNATURE

Date: 27/1/22

MEMBER

Ian Tidy

Date: 26/01/2022

[Signature]

PRINT NAME

SIGNATURE



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Position Details	
Directorate: Chief Minister, Treasury & Economic Development Directorate	Division: Cultural Facilities Corporation
Branch: Central	Section: Corporate/HR
Position Title: Chief of Staff	Position Number: 1118
Position Classification: SOG A	Applicants Name: [REDACTED]

Applicant Assessments								
The applicant has been assessed against each of the selection criteria using the rating scale:								
	SC1	SC2	SC3	SC4	SC5	SC6	SC7	Overall
APPLICATION	3	3	2	2.5	1	4	3	18.5
INTERVIEW								
TOTAL								

Note:

Selection Criteria:

SC1 shape strategic thinking...

SC2 lead and value people, ... build culture of improving practice

SC3 foster collaboration, partnerships etc ... build on demonstrated history of respect in govt & arts

SC4 exceptional written and interpersonal skills ... Board, staff, govt and community

SC5 understanding and experience in Arts, Govt Exec and Leg Ass

SC6 senior management team – strategic

SC 7 Workplace Diversity, WR, WHS, Code of Ethics

HD1 Bachelor's degree +

HD2 3+ years COS or equiv

HD 3 Driver's licence

Recruitment Rating Scale:

- 5 Excellent
- 4 Fully Competent
- 3 Competent
- 2 Requires Development/Satisfactory
- 1 Unsuitable/Unsatisfactory
- N/A Not Assessed

Eligibility/Qualifications (if applicable)

Applicant meets prescribed minimum eligibility/qualifications for the position?

HD 1 Bachelor's or higher

HD 2 3+ years experience as COS or equivalent

HD 3 Driver's licence

Yes ☒ No

Comments (Summary of reason to support assessment)

The applicant has skills in communications and in management

However there are clear gaps in terms of experience in the Arts sector and in the ACT Government as required by the PD

The person has not demonstrated a COS- level experience as required

Selection Committee In Agreement

CHAIRPERSON

Gordon

PRINT NAME

Gordon

SIGNATURE

Date *27/1/22*

MEMBER

CAINAVLUE

JACOBS

PRINT NAME

CAINAVLUE

SIGNATURE

Date *27/1/22*

MEMBER

Ian Tidy

Date: 26/01/2022

Ian Tidy

PRINT NAME

SIGNATURE



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Instructions

1. This form is part of the Recruitment Selection Package.
2. This form should be completed in MS Word. To unlock protected fields and table sections select *Tools* and *Unprotect* (from menu bar) and remove editing restrictions (XP users only). This will allow you to add or delete fields, columns and rows as required.

Position Details	
Directorate: Chief Minister, Treasury & Economic Development Directorate	Division: Cultural Facilities Corporation
Branch: Central	Section: Corporate/HR
Position Title: Chief of Staff	Position Number: 1118
Position Classification: SOG A	Applicants Name: [REDACTED]

Applicant Assessments								
The applicant has been assessed against each of the selection criteria using the rating scale:								
	SC1	SC2	SC3	SC4	SC5	SC6	SC7	Overall
APPLICATION	2	3	2	2.5	1	3	3	17.5
INTERVIEW								
TOTAL								

Note:

Selection Criteria:

SC1 shape strategic thinking...

SC2 lead and value people, ... build culture of improving practice

SC3 foster collaboration, partnerships etc ... build on demonstrated history of respect in govt & arts

SC4 exceptional written and interpersonal skills ... Board, staff, govt and community

SC5 understanding and experience in Arts, Govt Exec and Leg Ass

SC6 senior management team – strategic

SC 7 Workplace Diversity, WR, WHS, Code of Ethics

HD1 Bachelor's degree +

HD2 3+ years COS or equiv

HD 3 Driver's licence

Recruitment Rating Scale:

- 5 Excellent
- 4 Fully Competent
- 3 Competent
- 2 Requires Development/Satisfactory
- 1 Unsuitable/Unsatisfactory
- N/A Not Assessed

Eligibility/Qualifications (if applicable)

Applicant meets prescribed minimum eligibility/qualifications for the position?

HD 1 Bachelor's or higher

HD 2 3+ years experience as COS or equivalent

HD 3 Driver's licence

Yes X No

Comments (Summary of reason to support assessment)

The applicant does not demonstrate sufficient experience in the Arts sector nor the ACT Government as required by the PD

The applicant's experience is not at sufficient level to meet the Eligibility requirements

No interview

Selection Committee In Agreement

CHAIRPERSON

GORDON Ransay

Date: 27/1/22

MEMBER

DIANE VLAAR
JACOBS

PRINT NAME

SIGNATURE

Date: 27/1/22

MEMBER

Ian Tidy

Date: 26/01/2022

PRINT NAME

SIGNATURE



Schedule to Interview

Cultural Facilities Corporation
Recruitment

POSITION NUMBER	PN1118	POSITION TITLE	Chief of Staff		
DESIGNATION	SOG A	SECTION	Central Corporate/HR		
ADVERTISED	X GAZETTE	☐ PRESS	☐ OTHER	CLOSED	19/1 /22

RECRUITMENT TO COMPLETE		INTERVIEW DETAILS	
NO:	NAME	Y/N	REASONS FOR NON-INTERVIEW
1.	[REDACTED]	Y	[REDACTED]
2.	[REDACTED]	Y	[REDACTED]
3.	[REDACTED]	N	Strong application but significant gaps in experience at ACT level and with community standing
4.	[REDACTED]	N	Level of experience insufficient No experience in Arts sector Insufficient ACT Executive / Assembly engagement
5.	[REDACTED]	N	Lack of experience in the Arts Sector and in the ACT Government Experience is not COS/COS equivalent
6.	[REDACTED]	N	Lack of experience and standing in the Arts Sector and with the ACT Government Employment experience is not at COS equivalent level
7.	[REDACTED]	N	General lack of experience in the arts and with the ACT Government. Application is more of an HR specialist than a COS. Failed to meet Eligibility criteria



Comparative Assessment

Instructions

1. This form is part of the Recruitment Selection Package.

Position Details	
Directorate: Chief Minister, Treasury & Economic Development Directorate	Division: Cultural Facilities Corporation
Branch: Central	Section: Corporate/HR
Position Title: Chief of Staff	Position Number: 1118
Position Classification: SOG A	

Applicant Assessments
The applicant has been assessed against each of the selection criteria using the rating scale:

Applicant	SC1	SC2	SC3	SC4	SC5	SC6	SC7	Overall
█ [REDACTED]								51.5
Application	4.5	4	4.5	4	4.5	4	4	29.5
Interview questions	5	4.5	4.5	4	4			22
█ [REDACTED]								46.5
Application	4	4	3.5	4	4	4	3.5	27
Interview questions	4	4	3.5	4.5	3.5			19.5
The following applicants were not shortlisted for interview nor deemed suitable for the position								
█ [REDACTED]	4	4	3	4	2	4	3.5	24.5
█ [REDACTED]	2	3	2	2	1	3	3	16
█ [REDACTED]	3	3	2	2.5	1	4	3	18.5
█ [REDACTED]	2	3	2	2.5	1	3	3	17.5
█ [REDACTED]	2.5	3	2	3	1	3	3	17.5

Recruitment Rating Scale:

5	Excellent	4	Fully Competent
3	Competent	2	Requires Development/Satisfactory
1	Unsuitable/Unsatisfactory	N/A	Not Assessed

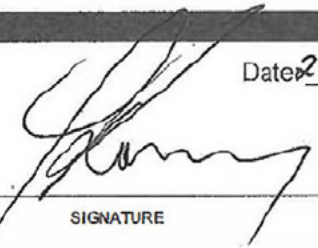
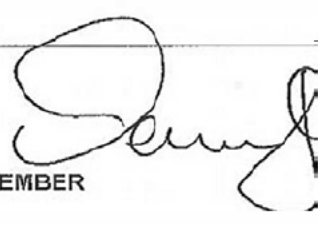
Comments (Summary of reason to support assessment)

██████████ and ██████████ are excellent candidates with experience in the Arts and Cultural sector and ACT Government – though ██████████ is the stronger of the applications based on all round experience.

██████████ has some good leadership strengths at Federal level. However the panel is of the opinion that the two key areas for this position are demonstrated strengths with the ACT Government/Executive/Assembly and demonstrated capacity and credibility with the ACT Arts and cultural sector. On the basis of this, the panel did not foresee that ██████████ could be appointable above both ██████████ and ██████████ and did not deem ██████████ suitable for the position.

██████████, ██████████, ██████████ and ██████████ were all considered unsatisfactory on at least one criteria, and did not have the relevant depth or type of experience for the role

Selection Committee In Agreement

CHAIRPERSON	Gordon Ramsay		Date: 27/11/22
	PRINT NAME	SIGNATURE	
MEMBER	Ian Tidy		Date: 26/01/2022
	PRINT NAME	SIGNATURE	
MEMBER	 Genevieve Jacobs		Date: 27/1/22
	PRINT NAME	SIGNATURE	
	PRINT NAME	SIGNATURE	



Selection Report: CFC Chief of Staff

Instructions

Only use this form if:

- the chair, panel members or delegate can't access the online Selection Report on the Shared Services website - the **online Selection Report** replaces this form, and is the preferred submission method as it includes online approvals and automated tasks; or
- you need to prepare for the delegate a selection report as part of an expression of interest assessment, however only the outcome of the EOI needs to be submitted to Shared Services, i.e. the contract or temporary transfer form.

Position Details and Organisational Structure

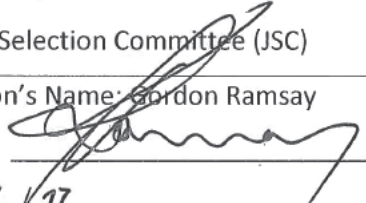
Directorate: CMTEDD	Division: Cultural Facilities Corporation
Branch: Central	Section: Corporate/ HR
Position number: 1118	Classification: SOG A
Vacancy type: Permanent Full Time	Position title: Chief of Staff

Committee

Committee type:

- ☒ Selection Advisory Committee (SAC)
☐ Joint Selection Committee (JSC)

Chairperson's Name: Gordon Ramsay

Signature: 

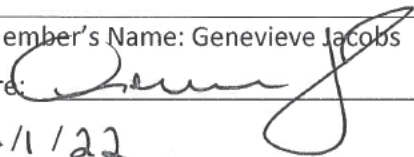
Date: 27/11/22

Panel Member's Name: Ian Tidy

Signature: 

Date: 26/01/2022

Panel Member's Name: Genevieve Jacobs

Signature: 

Date: 27/1/22

Recommended recruitment action

In line with the Committee's comparative assessment, the Committee recommends the employment of the following applicants as follows:

Name	Pos No	Employment Type	Salary level	Hours per week	Start Date	End Date (if applicable)
1. [REDACTED]	1118	Permanent Appointment	\$155,107	36.75	14/2/22	NA

Note: If recommending salary at above base salary level, you must complete the Accelerated Increment Supporting Information section below.

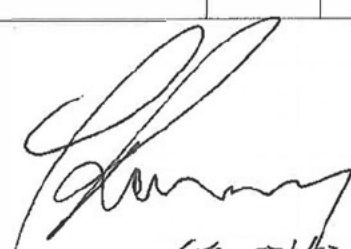
Accelerated Increment Advancement Supporting Information (if required as per Note above).

Length and nature of work experience:	
What is the relevance of that experience to the position:	
What is their present salary and how has this been confirmed?	
What sort of immediate contribution will this person make to the position?	
How difficult has it been to find suitable people to do the job?	

Additional Information (if required)

Delegate Approval

Name:	Ian Tidy		
Title/Classification:	Chief Finance Officer (SOG A)		
Delegate's Signature:		Date:	26/01/2022

Endorsed: 
CEO 27/1/22



CULTURAL FACILITIES CORPORATION
(Incorporating Canberra Theatre Centre and ACT Museums & Galleries)
CIVIC SQUARE CANBERRA, ACT 2608
P.O. Box 939, CIVIC SQUARE ACT 2608 Telephone: (02) 6207 9139 Fax: (02) 6207 3973



Recruitment Selection Committee Declaration

This declaration form is required to be completed by Recruitment Selection Committees for all vacancies in the Cultural Facilities Corporation.

Vacancy Job Title:	CHIEF of STAFF
Vacancy Position Number:	1118
Vacancy Business Unit:	animal / NR.
Committee Member's Name	JORAN RAMSAY

As a member of the above Recruitment Selection Committee, I am aware that previous relationships might cause an actual or perceived conflict of interest in a recruitment process. These relationships include a family or personal relationship, a business relationship (for example, with outside vendors), or a relationship involving personal conflict.

I declare that:

☐ I do not have, and have not previously had a relationship of a kind described above, with any applicant to the specified vacancy

Or

☒ I have disclosed to Committee Members and described the circumstances of an actual or perceived conflict of interest due to a relationship with an applicant

I acknowledge that:

☒ The recruitment selection process is confidential, and I will not divulge information to applicants during this process.

Member's details

Signed:	
Date:	22/11/22



CULTURAL FACILITIES CORPORATION
(Incorporating Canberra Theatre Centre and ACT Museums & Galleries)
CIVIC SQUARE CANBERRA, ACT 2608
PO. Box 939, CIVIC SQUARE ACT 2608 Telephone: (02) 6207 9139 Fax: (02) 6207 3973



Recruitment Selection Committee Declaration

This declaration form is required to be completed by Recruitment Selection Committees for all vacancies in the Cultural Facilities Corporation.

Vacancy Job Title:	Chief of Staff.
Vacancy Position Number:	1118
Vacancy Business Unit:	AMP.
Committee Member's Name	Genevieve Jacobs

As a member of the above Recruitment Selection Committee, I am aware that previous relationships might cause an actual or perceived conflict of interest in a recruitment process. These relationships include a family or personal relationship, a business relationship (for example, with outside vendors), or a relationship involving personal conflict.

I declare that:

☐ I do not have, and have not previously had a relationship of a kind described above, with any applicant to the specified vacancy

Or

☒ I have disclosed to Committee Members and described the circumstances of an actual or perceived conflict of interest due to a relationship with an applicant

I acknowledge that:

☒ The recruitment selection process is confidential, and I will not divulge information to applicants during this process.

Member's details

Signed:	
Date:	



CULTURAL FACILITIES CORPORATION
(Incorporating Canberra Theatre Centre and ACT Museums & Galleries)
CIVIC SQUARE CANBERRA, ACT 2608
PO. Box 939, CIVIC SQUARE ACT 2608 Telephone: (02) 6207 9139 Fax: (02) 6207 3973



Recruitment Selection Committee Declaration

This declaration form is required to be completed by Recruitment Selection Committees for all vacancies in the Cultural Facilities Corporation.

Vacancy Job Title:	<i>CHIEF of STAFF</i>
Vacancy Position Number:	<i>1118</i>
Vacancy Business Unit:	<i>CORPORATE</i>
Committee Member's Name	<i>IAN TIDY</i>

As a member of the above Recruitment Selection Committee, I am aware that previous relationships might cause an actual or perceived conflict of interest in a recruitment process. These relationships include a family or personal relationship, a business relationship (for example, with outside vendors), or a relationship involving personal conflict.

I declare that:

☐ I do not have, and have not previously had a relationship of a kind described above, with any applicant to the specified vacancy

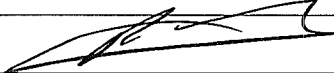
Or

☒ I have disclosed to Committee Members and described the circumstances of an actual or perceived conflict of interest due to a relationship with an applicant

I acknowledge that:

☒ The recruitment selection process is confidential, and I will not divulge information to applicants during this process.

Member's details

Signed:	
Date:	<i>25-1-2022</i>

Attachment B

From: [Ramsay, Gordon](#)
To: [Tidy, Ian](#)
Subject: New position: For our conversation on Monday
Date: Friday, 7 January 2022 12:57:00 PM
Attachments: [NNNN CFC COS Position Description Jan 2022.doc](#)

Hi Ian

As we have noted in previous discussions (and I understand Harriet also discussed before she finished) I am looking to create an additional position at our Senior Management level – and to do so in the near future.

I have attached a draft of the position description as I would like to have a chat with you about it before I take the next steps (I have also sent it to Richard and Helen as the Board Executive as well).

As you and I discussed in December, the current positional gap is in my opinion, in the central, 'corporate' area, where loads have increased (particularly on you) in recent years. This central area will, in my opinion, be even more important over the next 2-3 years where there will likely be an increase both in requirements of financial, compliance and strategic development.

I have considered several alternatives (eg a classic Chief Operations Officer and an Executive Office position). I believe our context requires something slightly more flexible and nuanced. As you will see from the attached PD draft, I am proposing a corporate Chief of Staff - a model of executive leadership that is becoming substantially more common in corporate settings dealing with settings of VUCA (Volatility, Uncertainty, Complexity and Ambiguity). It would be at the SOG A level.

You will note from the attached draft PD that my proposal has the HR section of the organisation move from working to the CFO and instead work to the COS. That will mean that the CFO position will be able to focus on finance, risk and relevant areas of property/ asset oversight. The COS would carry the "people" responsibility as well as bring a deliberate Whole of Organisation perspective into the Senior Management team. I would envisage that over a short period of time, the COS would take on corporate compliance and reporting responsibilities outside the finance/risk areas as well as support for Ministerial Office and Legislative Assembly matters.

Obviously, your input into this is vital – both because of the relevance to your role and because of your wisdom and history with the CFC. I obviously also need to confirm with you the finances of this.

I would like to be in a position to act quite quickly on this (and to have matters finalised expeditiously) as I believe that a timely recruitment will put the CFC in a position to move positively and quickly into its next phase, and for the transition period around the Executive Structure to be rolled into the effective transition period currently occurring around my commencement.

Thanks so much again for your leadership with the CFC. Looking forward to our conversation.

Warmest regards

Gordon

Position Description

Position details

Position title:	Cultural Facilities Corporation Chief of Staff
Position number:	NNNN
Classification:	Senior Professional Officer Grade A
Branch:	Corporate
Section:	
Security clearance:	Not Required
Date of review:	XX Jan 2022

Organisational environment

The Cultural Facilities Corporation (CFC) is an ACT Government statutory enterprise established under the *Cultural Facilities Corporation ACT (1997)*, to manage the following major cultural venues in Canberra.

- Canberra Theatre Centre
- Canberra Museum and Gallery (CMAG) and the Nolan Collection
- ACT Historic Places (Lanyon, Calthorpes' House, and Mugga-Mugga)

Its current context includes the potential development of a new Canberra Theatre and facilities, and the Civic, Arts and Cultural District.

Position objective

This position is responsible for collaborative, strategic leadership, to enable the CFC to develop and deliver high quality co-ordinated services, to diversify and strengthen the ACT economy and create a vibrant community for Canberrans as well as for people visiting Canberra.

The position will play a key leadership role in enabling the CFC to achieve its vision - namely for Canberra to be a creative capital that values the arts for their intrinsic qualities, their contribution to building a more inclusive and resilient society, their support for making the city an exciting place to live and an attractive destination for business and tourism, and their important role in the economy of the ACT and region.

Reporting relationships

This position reports directly to the CFC's Chief Executive Officer and works in close liaison with the Chief Finance Officer, Director Canberra Theatre Centre, Director Canberra Museum and Gallery and Director ACT Historic Places.

Principal responsibilities

Under broad direction, you will:

1. establish, develop and employ positive and productive working relationships to achieve individual, team and organisational objectives.
2. provide high level, accurate, evidence-based advice, briefings, reports and correspondence in support for the CEO and the Board.
3. collaboratively develop CFC business areas and develop the CFC's operations as a single unified organisation, through leading and establishing improved ways of thinking, engaging, co-operating and delivering.
4. assist leaders to identify key priorities, acting as a central thought partner, inspiring trust in and across the workplace so that people are encouraged to improve business results and enhance organisational culture.
5. lead and oversee the HR section of the CFC so that the organisation can achieve objectives in line with the CFC Strategic and Business Plans.
6. provide high level support to the Chief Executive Officer, as required, on strategic projects including a range of corporate projects and corporate governance responsibilities.
7. provide high level support for the CEO in meeting preparation and planning for the CFC Board, as well as documentation as required for the Minister for the Arts and their responsibilities to the ACT Legislative Assembly.
8. supervise staff as agreed from time to time with CEO.
9. perform other duties as reasonably directed.

Compliance requirements/ Qualifications

You will:

1. shape strategic thinking, inspiring others with purpose, direction, innovation and creative solutions.
2. lead and value people, respecting individuals and build a culture of improving practice.
3. foster collaboration, engaging across the organisation, across government and the arts and cultural sector; create partnerships and co-operation built on demonstrated history of respect within government and the arts and cultural sector.
4. have exceptional written and interpersonal skills, including the demonstrated ability to liaise with staff, Board members, senior government officials and members of the community.
5. have a demonstrated understanding of and experience in working with the Arts and Cultural Sector as well as ACT Government, ACT Executive and the ACT Legislative Assembly.

6. have a demonstrated high level ability to make a strategic and constructive contribution as a member of a senior management team and to contribute to corporate goals and projects.
7. demonstrate a knowledge of, and commitment to, the principles and practices of Workplace Diversity and Equity, Workplace Relations, and Work Health and Safety and the ability to apply them to work practices, together with an understanding of, and commitment to the ACT Government Service Code of Ethics.

Essential and desirable qualifications

Essential :

A Bachelor's (or higher) degree.

At least 3 years experience working in a Chief of Staff or equivalent role in government and/or business

Desirable : Current Driver's Licence.

Other requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and use hands to input data and write. The employee is frequently required to talk or hear in person and on the telephone. The employee is occasionally required to stand, walk and occasionally lift items up to 15kg. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Where a person can perform the inherent requirements of a job, the CFC may make reasonable adjustments to the workplace or work practices to accommodate any additional needs that the person may have. For example, providing a large screen could enable a person with a vision impairment to use a computer.

This position will require occasional out of hours work.

From: [Tidy, Ian](#)
To: [Ramsay, Gordon](#)
Subject: RE: Creation and advertising of position
Date: Tuesday, 11 January 2022 4:55:21 PM
Attachments: [image001.jpg](#)

OFFICIAL

I think that is perfect.

Ian Tidy
Chief Finance Officer
Cultural Facilities Corporation
Ph – 6205 2195

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Tuesday, 11 January 2022 4:51 PM
To: Tidy, Ian <Ian.Tidy@act.gov.au>
Subject: RE: Creation and advertising of position

Let's try this:

The Cultural Facilities Corporation is looking for an experienced, dynamic and collaborative leader for this new role – the CFC Chief of Staff.

The successful applicant will be part of the Senior Leadership team, working directly to the CEO, overseeing areas of strategy, HR, Corporate compliance as well as liaison and support on matters relating to the Minister for the Arts and their responsibilities to the ACT Legislative Assembly.

How to apply: Applicants are invited to send a 2 page EOI, including how they address the qualifications for the role, and an up to date CV.

Applications should be sent to Gordon.ramsay@act.gov.au

Let me know if there is anything else you would recommend, though I think the PD should speak for itself alongside this.

Gordon

From: Tidy, Ian <Ian.Tidy@act.gov.au>
Sent: Tuesday, 11 January 2022 4:34 PM
To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Subject: RE: Creation and advertising of position

OFFICIAL

To get things going, yes you would provide words for the advertisement.

I'll organise EVA/Position Number etc. and will upload everything when you provide the words for the ad.

Ian Tidy
Chief Finance Officer
Cultural Facilities Corporation
Ph – 6205 2195

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>

Sent: Tuesday, 11 January 2022 3:25 PM

To: Tidy, Ian <Ian.Tidy@act.gov.au>

Subject: Creation and advertising of position

Importance: High

Dear Ian

Thank you for the conversation today regarding the processes around position creation and appointment.

I have today spoken with the Chair of the Board; I spoke with the Deputy Chair last week, on the basis of the CEO/"grandfather" principle relating to direct-reports of the CEO. The Chair and Deputy Chair have confirmed the following.

I have determined to create the position that we have discussed – Cultural Facilities Corporation Chief of Staff - and to advertise it as a matter of high priority.

I would appreciate the appropriate paperwork and preparations being made with the attached documentation.

The position does not yet have a position number – I would appreciate the documentation being prepared in order to formally create the position and thereby have a position number as a matter of highest priority.

Please find attached the PD. *(You will note, by the way that I have referred to the "Central" branch and the "Corporate/ HR" section. This is to distinguish what I will be calling the "Central" branch and the "Finance" section in your updated PD)*

Please also find attached the Request to Advertise (Can I check with you if there is a process for electronic signature on these documents at the moment, noting the requirement for my signature in section 5)

I have requested that the date for advertising be 14/1 and closure be 21/1.

In terms of the advertisement itself – is the standard CFC process that we simply do that internally? I am very happy for that to be a simply worded Gazette listing/ ad, asking for a 1-2 page EOI and CV.

Is there anything further that you need to be able to proceed with this process?

Thanks

Gordon



Position Description

Position details

Position title:	Cultural Facilities Corporation Chief of Staff
Position number:	NNNN
Classification:	Senior Professional Officer Grade A
Branch:	Central
Section:	Corporate/ HR
Security clearance:	Not Required
Date of review:	11 Jan 2022

Organisational environment

The Cultural Facilities Corporation (CFC) is an ACT Government statutory enterprise established under the *Cultural Facilities Corporation ACT (1997)*, to manage the following major cultural venues in Canberra.

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- Canberra Museum and Gallery (CMAG) and the Nolan Collection
- ACT Historic Places (Lanyon, Calthorpes' House, and Mugga-Mugga)

Its current context includes the potential development of a new Canberra Theatre and facilities, and the Civic, Arts and Cultural District.

Position objective

This position is responsible for collaborative, strategic leadership, to enable the CFC to develop and deliver high quality co-ordinated services, to diversify and strengthen the ACT economy and create a vibrant community for Canberrans as well as for people visiting Canberra.

The position will play a key leadership role in enabling the CFC to achieve its vision - namely for Canberra to be a creative capital that values the arts for their intrinsic qualities, their contribution to building a more inclusive and resilient society, their support for making the city an exciting place to live and an attractive destination for business and tourism, and their important role in the economy of the ACT and region.

Reporting relationships

This position reports directly to the CFC's Chief Executive Officer and works in close liaison with the Chief Finance Officer, Director Canberra Theatre Centre, Director Canberra Museum and Gallery and Director ACT Historic Places.

Principal responsibilities

Under broad direction, you will:

1. establish, develop and employ positive and productive working relationships to achieve individual, team and organisational objectives.
2. provide high level, accurate, evidence-based advice, briefings, reports and correspondence in support for the CEO and the Board.
3. collaboratively develop CFC business areas and develop the CFC's operations as a single unified organisation, through leading and establishing improved ways of thinking, engaging, co-operating and delivering.
4. assist leaders to identify key priorities, acting as a central thought partner, inspiring trust in and across the workplace so that people are encouraged to improve business results and enhance organisational culture.
5. lead and oversee the Corporate/ HR section of the CFC so that the organisation can achieve objectives in line with the CFC Strategic and Business Plans.
6. provide high level support to the Chief Executive Officer, as required, on strategic projects including a range of corporate projects and corporate governance responsibilities.
7. provide high level support for the CEO in meeting preparation and planning for the CFC Board, as well as documentation as required for the Minister for the Arts and their responsibilities to the ACT Legislative Assembly, including briefing material and speech presentation.
8. supervise staff as agreed from time to time with CEO.
9. perform other duties as reasonably directed.

Compliance requirements/ Qualifications

You will:

1. shape strategic thinking, inspiring others with purpose, direction, innovation and creative solutions.
2. lead and value people, respecting individuals and build a culture of improving practice.
3. foster collaboration, engaging across the organisation, across government and the arts and cultural sector; create partnerships and co-operation built on demonstrated history of respect within government and the arts and cultural sector.
4. have exceptional written and interpersonal skills, including the demonstrated ability to liaise with staff, Board members, senior government officials and members of the community.
5. have a demonstrated understanding of and experience in working with the Arts and Cultural Sector as well as ACT Government, ACT Executive and the ACT Legislative Assembly.

6. have a demonstrated high-level ability to make a strategic and constructive contribution as a member of a senior management team and to contribute to corporate goals and projects.
7. demonstrate a knowledge of, and commitment to, the principles and practices of Workplace Diversity and Equity, Workplace Relations, and Work Health and Safety and the ability to apply them to work practices, together with an understanding of, and commitment to the ACT Government Service Code of Ethics.

Essential and desirable qualifications

Essential:

A Bachelor's (or higher) degree.

At least 3 years' experience working in a Chief of Staff or equivalent role in government and/or business

Desirable: Current Driver's Licence.

Other requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and use hands to input data and write. The employee is frequently required to talk or hear in person and on the telephone. The employee is occasionally required to stand, walk and occasionally lift items up to 15kg. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Where a person can perform the inherent requirements of a job, the CFC may make reasonable adjustments to the workplace or work practices to accommodate any additional needs that the person may have. For example, providing a large screen could enable a person with a vision impairment to use a computer.

This position will require occasional out of hours work.



REQUEST TO ADVERTISE VACANCY

1. DETAILS OF VACANT POSITION

Position Number		
Position Title	Cultural Facilities Corporation Chief of Staff	
Designation	SOG A	
Section	Central	
Create a Position	☒ Yes	☐ No
Current Vacancy	☐ Yes	☐ No
Temporarily Vacant	☐ Yes	☐ No
Expect Vacancy	☐ Yes	☐ No

2. CATEGORY OF EMPLOYMENT

Permanent			
Type of Employment	☒ Full Time	☐ Part-time	
F/t Hours per week	36.75		
P/t Hours per week			
Temporary			
Period of Employment			
Possibility of Extension			
Fixed Term			
Period of Employment	Choose an item. Year/s	Choose an item.	Months
Causal			
Period of Employment	Choose an item. Months		

3. ADVERTISING

The aim of advertising is to make as many people as possible aware of a vacancy and persuade suitable potential applicants to apply, that is, to attract applications from the widest range and largest number of suitably qualified candidates. Advertising in the ACT Gazette alone is unlikely to attract a competitive field of qualified applicants for a position. Please consider placing advertisements in a variety of media.

☒ ACT Gazette	☐ SEEK
☐ Arts Hub	
☐ Museums Australia	
Others (please specify)	
Date to be advertised	14 January 2022
Closing date for applications (1-4 weeks from advertisement)	21 January 2022
Contact Points	
Contact for applicant enquiries	Name Gordon Ramsay
	Number 6207 3976
Position Description reviewed & attached	☒ Yes ☐ No
Copy of advertisement attached	☐ Yes ☐ No



ACT
Government



CULTURAL
FACILITIES
CORPORATION

RECRUITMENT

4. MANAGERS APPROVAL

The current approved position description, classification and selection criteria are attached and they accurately reflect the position to be advertised.

Recommended By			
Signature		Date	

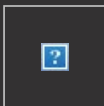
5. DELEGATE APPROVAL

Approved By	Gordon Ramsay		
Signature		Date	12/01/2022

6. HUMAN RESOURCES USE ONLY

Copy of up to date Position Description Received		☐ Yes ☐ No	
Date of Advertisements	ACT Gazette		
	Press		
	Other		
Recruitment Actions Completed:			
HR Advisor			
Signature		Date	

From: [Service Desk](#)
To: [Tidy, Ian](#)
Subject: Request Confirmed - Request to advertise - HR4707846
Date: Tuesday, 11 January 2022 5:37:25 PM
Attachments: [actgov_website.pngx](#)
[respect.pngx](#)
[twitter.pngx](#)
[facebook.pngx](#)
[Your_Request.png](#)
[ACTGOV_SharedServices_WHITE.pngx](#)
[linkedin.pngx](#)



Thank you for contacting Shared Services. The details of your request are as follows:

[HR4707846 - Request to advertise](#)

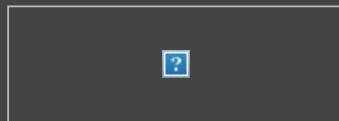
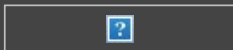
We will keep you updated as your request progresses. You can also monitor the progress of your requests at any time via the following link: [My Requests](#)

If you would like to talk to us about your request, you can make contact with the Service Desk by phoning 79000 (620 79000 if phoning externally). Our Service Desk is open Monday to Friday between 8.30am to 5pm public service working days (7.30am to 6pm for ICT enquiries).

Kind regards,

Shared Services Service Desk
www.act.gov.au/sharedservices

Follow us on



Ref:MSG7202790_etIWbpjfeyewkHBkvJmp

From: [Ramsay, Gordon](#)
To: [Tidy, Ian](#)
Subject: Ian: RE: Request to advertise
Date: Wednesday, 12 January 2022 10:05:00 AM

Hi Ian

Thanks for following through with this

In order to avoid too many cooks on this I will leave it to you to make the official response.

The position is a permanent position, not a temporary one.

The classification on the PD is simply a terminological gap on my part – noting that the EBA speaks of a SOG A not a Senior Professional Officer. I assume the ‘SPO’ is simply an older form of wording for the same classification. My apologies – can I leave it to you to address that? (I will change the one on file)

I note that the add has the closing date of 21/1 (which is correct) but also says 2 weeks to close. That should be amended

Thanks!

Gordon

From: Parkkinen, Georgette <Georgette.Parkkinen@act.gov.au>
Sent: Wednesday, 12 January 2022 9:44 AM
To: Tidy, Ian <Ian.Tidy@act.gov.au>
Cc: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>; Collins, Trudy <Trudy.Collins@act.gov.au>; Chapman, Janelle <Janelle.Chapman@act.gov.au>
Subject: RE: Request to advertise

OFFICIAL

Hello Ian

Thank you for your request to advertise.

I have attached a preview of the advertisement for your review/amendment.

Could you please specify the duration for this vacancy? (Highlighted in the preview) and classification, within the Request to Advertise Vacancy form the “Designation” states SOGA, the PD has Senior Professional Officer Grade A?

Thank you

Kind Regards

Georgette Parkkinen | Senior Recruitment Officer

Recruitment and Information Services, Shared Services

Chief Minister, Treasury and Economic Development Directorate | ACT Government

Phone: +61 2 6205 5015 Georgette.Parkkinen@act.gov.au www.act.gov.au/sharedservices

From: Tidy, Ian <Ian.Tidy@act.gov.au>
Sent: Tuesday, 11 January 2022 5:34 PM

To: Shared Services HR, Recruitment <SSHRRecruitment@act.gov.au>
Cc: Parkkinen, Georgette <Georgette.Parkkinen@act.gov.au>; Ramsay, Gordon
<Gordon.Ramsay@act.gov.au>
Subject: Request to advertise

OFFICIAL

Good afternoon Georgette. Hoping you can assist CFC with this.

We have a request to advertise attached that our CEO has authorised by an email. I have signed this so hoping that all is ok. The PD is also attached.

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How to apply: Applicants are invited to send a 2 page EOI, including how they address the qualifications for the role, and an up to date CV.

Applications should be sent to Gordon.ramsay@act.gov.au

Regards

Ian Tidy
Chief Finance Officer
Cultural Facilities Corporation
Ph – 6205 2195

From: [Tidy, Ian](#)
To: [Parkkinen, Georgette](#)
Cc: [Ramsay, Gordon](#); [Collins, Trudy](#)
Subject: RE: Request to advertise
Date: Wednesday, 12 January 2022 10:40:00 AM
Attachments: [Gazette Notice VacID 48294-12Jan22 12Jan22.doc](#)
[CFC COS Position Description Jan 2022.doc](#)

OFFICIAL

Thanks Georgette for seeking clarification.

Our roll-over enterprise agreement has omitted SPOG grades, so CFC will advertise this as a SOG A. I have amended the PD and resent for your records.

I have amended this on your draft gazette notice, also attached, to SOG A.

Please note this is a permanent recruitment, so I have placed strikethrough over the wording for a temporary contract. If replacement wording needed, I suggest "This is a permanent position."

Lastly, small point, the closing date shown is correct, but it would be better to state under 'weeks to close' as 1 week.

Let me know if anything further is needed.

Regards

Ian Tidy
Chief Finance Officer
Cultural Facilities Corporation
Ph – 6205 2195

From: Parkkinen, Georgette <Georgette.Parkkinen@act.gov.au>
Sent: Wednesday, 12 January 2022 9:44 AM
To: Tidy, Ian <Ian.Tidy@act.gov.au>
Cc: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>; Collins, Trudy <Trudy.Collins@act.gov.au>; Chapman, Janelle <Janelle.Chapman@act.gov.au>
Subject: RE: Request to advertise

OFFICIAL

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I have attached a preview of the advertisement for your review/amendment.

Could you please specify the duration for this vacancy? (Highlighted in the preview) and

classification, within the Request to Advertise Vacancy form the "Designation" states SOGA, the PD has Senior Professional Officer Grade A?

Thank you

Kind Regards

Georgette Parkkinen | Senior Recruitment Officer
Recruitment and Information Services, Shared Services
Chief Minister, Treasury and Economic Development Directorate | ACT Government
Phone: +61 2 6205 5015 Georgette.Parkkinen@act.gov.au www.act.gov.au/sharedservices

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Cc: Parkkinen, Georgette <Georgette.Parkkinen@act.gov.au>; Ramsay, Gordon <Gordon.Ramsay@act.gov.au>

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How to apply: Applicants are invited to send a 2 page EOI, including how they address the qualifications for the role, and an up to date CV.

Applications should be sent to Gordon.ramsay@act.gov.au

Regards

Ian Tidy
Chief Finance Officer

Cultural Facilities Corporation
Ph – 6205 2195

Date Advertised Gazette: 12 January 2022

Vacancy Number: 48294

Cultural Facilities Corporation

Central

Corporate/ HR

Cultural Facilities Corporation Chief of Staff

Senior Professional Officer Grade A \$155,107, Canberra (PN: 1118)

Closing Date: 21 January 2022

Weeks to Close: 2

Details: The Cultural Facilities Corporation is looking for an experienced, dynamic, and collaborative leader for this new role – the CFC Chief of Staff.

The successful applicant will be part of the Senior Leadership team, working directly to the CEO, overseeing areas of strategy, HR, Corporate compliance as well as liaison and support on matters relating to the Minister for the Arts and their responsibilities to the ACT Legislative Assembly.

Eligibility/Other Requirements:

- A Bachelor's (or higher) degree.
- At least 3 years' experience working in a Chief of Staff or equivalent role in government and/ or business

Desirable:

- Current driver's licence.

Note: This is a temporary position available immediately from XXXXX with the possibility of extension up to six months.

How to Apply: Applicants are invited to send a two-page Expression of Interest, including how they address the qualifications for the role, and an up-to-date curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Gordon Ramsay on gordon.ramsay@act.gov.au or (02) 6207 3976

Date Advertised Gazette: 12 January 2022

Vacancy Number: 48294

Cultural Facilities Corporation

Central

Corporate/ HR

Cultural Facilities Corporation Chief of Staff

Senior Officer Grade A \$155,107, Canberra (PN: 1118)

Closing Date: 21 January 2022

Weeks to Close: **1**

Details: The Cultural Facilities Corporation is looking for an experienced, dynamic, and collaborative leader for this new role – the CFC Chief of Staff.

The successful applicant will be part of the Senior Leadership team, working directly to the CEO, overseeing areas of strategy, HR, Corporate compliance as well as liaison and support on matters relating to the Minister for the Arts and their responsibilities to the ACT Legislative Assembly.

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Note: This is a temporary position available immediately from XXXXX with the possibility of extension up to six months.

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Applications should be sent to the Contact Officer.

Contact Officer: Gordon Ramsay on gordon.ramsay@act.gov.au or (02) 6207 3976

Position Description

Position details

Position title:	Cultural Facilities Corporation Chief of Staff
Position number:	1118
Classification:	Senior Officer Grade A
Branch:	Central
Section:	Corporate/ HR
Security clearance:	Not Required
Date of review:	11 Jan 2022

Organisational environment

The Cultural Facilities Corporation (CFC) is an ACT Government statutory enterprise established under the *Cultural Facilities Corporation ACT (1997)*, to manage the following major cultural venues in Canberra.

- Canberra Theatre Centre
- Canberra Museum and Gallery (CMAG) and the Nolan Collection
- ACT Historic Places (Lanyon, Calthorpes' House, and Mugga-Mugga)

Its current context includes the potential development of a new Canberra Theatre and facilities, and the Civic, Arts and Cultural District.

Position objective

This position is responsible for collaborative, strategic leadership, to enable the CFC to develop and deliver high quality co-ordinated services, to diversify and strengthen the ACT economy and create a vibrant community for Canberrans as well as for people visiting Canberra.

The position will play a key leadership role in enabling the CFC to achieve its vision - namely for Canberra to be a creative capital that values the arts for their intrinsic qualities, their contribution to building a more inclusive and resilient society, their support for making the city an exciting place to live and an attractive destination for business and tourism, and their important role in the economy of the ACT and region.

Reporting relationships

This position reports directly to the CFC's Chief Executive Officer and works in close liaison with the Chief Finance Officer, Director Canberra Theatre Centre, Director Canberra Museum and Gallery and Director ACT Historic Places.

Principal responsibilities

Under broad direction, you will:

1. establish, develop and employ positive and productive working relationships to achieve individual, team and organisational objectives.
2. provide high level, accurate, evidence-based advice, briefings, reports and correspondence in support for the CEO and the Board.
3. collaboratively develop CFC business areas and develop the CFC's operations as a single unified organisation, through leading and establishing improved ways of thinking, engaging, co-operating and delivering.
4. assist leaders to identify key priorities, acting as a central thought partner, inspiring trust in and across the workplace so that people are encouraged to improve business results and enhance organisational culture.
5. lead and oversee the Corporate/ HR section of the CFC so that the organisation can achieve objectives in line with the CFC Strategic and Business Plans.
6. provide high level support to the Chief Executive Officer, as required, on strategic projects including a range of corporate projects and corporate governance responsibilities.
7. provide high level support for the CEO in meeting preparation and planning for the CFC Board, as well as documentation as required for the Minister for the Arts and their responsibilities to the ACT Legislative Assembly, including briefing material and speech presentation.
8. supervise staff as agreed from time to time with CEO.
9. perform other duties as reasonably directed.

Compliance requirements/ Qualifications

You will:

1. shape strategic thinking, inspiring others with purpose, direction, innovation and creative solutions.
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3. foster collaboration, engaging across the organisation, across government and the arts and cultural sector; create partnerships and co-operation built on demonstrated history of respect within government and the arts and cultural sector.
4. have exceptional written and interpersonal skills, including the demonstrated ability to liaise with staff, Board members, senior government officials and members of the community.
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6. have a demonstrated high-level ability to make a strategic and constructive contribution as a member of a senior management team and to contribute to corporate goals and projects.
7. demonstrate a knowledge of, and commitment to, the principles and practices of Workplace Diversity and Equity, Workplace Relations, and Work Health and Safety and the ability to apply them to work practices, together with an understanding of, and commitment to the ACT Government Service Code of Ethics.

Essential and desirable qualifications

Essential:

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Where a person can perform the inherent requirements of a job, the CFC may make reasonable adjustments to the workplace or work practices to accommodate any additional needs that the person may have. For example, providing a large screen could enable a person with a vision impairment to use a computer.

This position will require occasional out of hours work.

From: [Ramsay, Gordon](#)
To: [Parkkinen, Georgette](#); [Tidy, Ian](#)
Subject: Re: Request to advertise
Date: Wednesday, 12 January 2022 1:05:14 PM

Thanks Georgette

I have spoken with Ian about this and I am happy to approve it for the Gazette and action today

Can you please let me know when it has been Gazetted

Many thanks
Gordon

Get [Outlook for iOS](#)

From: Parkkinen, Georgette <Georgette.Parkkinen@act.gov.au>
Sent: Wednesday, January 12, 2022 12:29 pm
To: Tidy, Ian
Cc: Ramsay, Gordon
Subject: RE: Request to advertise

OFFICIAL

Hello Ian

Thank you for your telephone call today.

Please find attached updated advertisement wording and Position Description for your review.

Kind Regards

Georgette Parkkinen | Senior Recruitment Officer
Recruitment and Information Services, Shared Services
Chief Minister, Treasury and Economic Development Directorate | ACT Government
Phone: +61 2 6205 5015 Georgette.Parkkinen@act.gov.au www.act.gov.au/sharedservices

From: Tidy, Ian <Ian.Tidy@act.gov.au>
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To: Shared Services HR, Recruitment <SSHRRecruitment@act.gov.au>
Cc: Parkkinen, Georgette <Georgette.Parkkinen@act.gov.au>; Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
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Regards

Ian Tidy
Chief Finance Officer
Cultural Facilities Corporation
Ph – 6205 2195



REQUEST TO ADVERTISE VACANCY

1. DETAILS OF VACANT POSITION

Position Number	1118	
Position Title	Cultural Facilities Corporation Chief of Staff	
Designation	SOG A	
Section	Central	
Create a Position	☒ Yes – position has been created in CFC	☐ No
Current Vacancy	☐ Yes	☐ No
Temporarily Vacant	☐ Yes	☐ No
Expect Vacancy	☐ Yes	☐ No

2. CATEGORY OF EMPLOYMENT

Permanent		
Type of Employment	☒ Full Time	☐ Part-time
F/t Hours per week	36.75	
P/t Hours per week		
Temporary		
Period of Employment		
Possibility of Extension		
Fixed Term		
Period of Employment	Choose an item. Year/s	Choose an item. Months
Causal		
Period of Employment	Choose an item. Months	

3. ADVERTISING

The aim of advertising is to make as many people as possible aware of a vacancy and persuade suitable potential applicants to apply, that is, to attract applications from the widest range and largest number of suitably qualified candidates. Advertising in the ACT Gazette alone is unlikely to attract a competitive field of qualified applicants for a position. Please consider placing advertisements in a variety of media.

☒ ACT Gazette	☐ SEEK
☐ Arts Hub	
☐ Museums Australia	
Others (please specify)	
Date to be advertised	14 January 2022
Closing date for applications (1-4 weeks from advertisement)	21 January 2022
Contact Points	
Contact for applicant enquiries	Name Gordon Ramsay
	Number 6207 3976
Position Description reviewed & attached	☒ Yes ☐ No
Copy of advertisement attached	☒ Yes see page 3 below ☐ No

**4. MANAGERS APPROVAL**

The current approved position description, classification and selection criteria are attached and they accurately reflect the position to be advertised.

Recommended By	Ian Tidy		
Signature		Date	12/1/2022

5. DELEGATE APPROVAL

Approved By	Gordon Ramsay		
Signature		Date	12/01/2022

6. HUMAN RESOURCES USE ONLY

Copy of up to date Position Description Received		☐ Yes ☐ No	
Date of Advertisements	ACT Gazette		
	Press		
	Other		
Recruitment Actions Completed:			
HR Advisor			
Signature		Date	

WORDING FOR ADVERTISEMENT

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From: [Parkkinen, Georgette](#)
To: [Tidy, Ian](#)
Cc: [Ramsay, Gordon](#)
Subject: RE: Shared Services | PN 1118, Cultural Facilities Corporation Chief of Staff Gazetted
Date: Wednesday, 12 January 2022 3:49:54 PM

OFFICIAL

You're welcome.

Have a lovely afternoon.

Kind Regards

Georgette Parkkinen | Senior Recruitment Officer
Recruitment and Information Services, Shared Services
Chief Minister, Treasury and Economic Development Directorate | ACT Government
Phone: +61 2 6205 5015 Georgette.Parkkinen@act.gov.au www.act.gov.au/sharedservices

From: Tidy, Ian <Ian.Tidy@act.gov.au>
Sent: Wednesday, 12 January 2022 2:45 PM
To: Parkkinen, Georgette <Georgette.Parkkinen@act.gov.au>; Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Subject: RE: Shared Services | PN 1118, Cultural Facilities Corporation Chief of Staff Gazetted

OFFICIAL

Thanks you for your assistance in getting this up so quickly.

Ian Tidy
Chief Finance Officer
Cultural Facilities Corporation
Ph – 6205 2195

From: Parkkinen, Georgette <Georgette.Parkkinen@act.gov.au>
Sent: Wednesday, 12 January 2022 2:23 PM
To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Cc: Tidy, Ian <Ian.Tidy@act.gov.au>
Subject: Shared Services | PN 1118, Cultural Facilities Corporation Chief of Staff Gazetted

OFFICIAL

Dear Gordon

Shared Services has gazetted PN 1118, Cultural Facilities Corporation Chief of Staff on www.jobs.act.gov.au.

<https://www.jobs.act.gov.au/jobs/cultural-facilities-corporation/permanent/1118>

Gazette Date: 12 January 2022

Closing Date: 19 January 2022

Branch: Central

Section: Corporate/HR

Position Number: 1118

Please contact me if you have any queries concerning this advertisement.

Regards

Georgette Parkkinen

Shared Services Recruitment

Shared Services HR Service Desk: HRSharedServices@act.gov.au or 620 79000

From: [Ramsay, Gordon](#)
To: [REDACTED]
Subject: COS Selection Panel processes
Date: Friday, 14 January 2022 12:36:00 PM
Attachments: [Recruitment summary for the CFC COS position.docx](#)
[image001.jpg](#)

Dear Genevieve

Thank you for the conversation yesterday in which you agreed to participate as a member of the selection process for the CFC Chief of Staff position.

Please find attached a summary of the processes for the selection panel, commencing from the time of the close of applications (next Wednesday)

The document has a couple of internal links in it to some supporting documentation. If any of them do not work please let me know and I will send through the original versions of the documents to you.

I would greatly appreciate if you could consider some questions to elicit evidence based responses for the interviews, based on the responsibilities and the selection criteria.

I look forward to working with you on this

Warmest regards
Gordon



Recruitment summary for the CFC COS position

Drawn from ACTPS Recruitment Policy and Guidelines May 2021

Note that this summary is for the time from close of applications, for the assistance of the Interview panel members.

- Applications for the position close on 19 January
- The applications will be provided from the HR contact to members of the selection panel.
- If it is possible (and depending on the number and quality of applications), it would be helpful to shortlist the applicants prior to COB Friday 21/1.
Individual members are requested to conduct their own suggested short-listing by 12 noon Friday 21/1.
A Teams meeting will be arranged for the afternoon of 21/1 for the collective and collaborative determination of the final short list of applicants.
The rating scale for shortlisting the applicants is [here](#)
The collective summary form is [here](#)
The Recruitment Selection Committee Conflict of Interest/ Declaration of Impartiality form will be completed after applications are received and before short listing as required
Any declarations under this will be communicated with the Board Executive.
- Interviews will be arranged for as early as is practicable the following week.
- At the same meeting, the panel members will agree on the framework for the interviews of short listed candidates, and the questions to be asked.
The questions are to seek evidence based responses addressing the criteria and responsibilities of the position.
- Interview to be held as soon as practicable in the week commencing 24 January
- Scribe of the interview process to be arranged (potentially Elysia Fisher)
- Selection Panel to convene after final interview to determine if the selection of preferred candidate is apparent or requires further deliberation.
Selection report is [here](#)

- Referee checks
- Contact to be made with Board Executive for confirmation and Minister's office for information

From: [REDACTED]
To: [Ramsay, Gordon](#); [REDACTED]
Subject: RE: Chief of Staff role
Date: Monday, 17 January 2022 9:23:07 AM

OFFICIAL: Sensitive - Personal Privacy

Yes, let's try for that
Thanks, Gordon
Cheers
[REDACTED]

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Monday, 17 January 2022 9:21 AM
To: [REDACTED]
Subject: RE: Chief of Staff role

Can we try 12.45? I have a 1pm meeting
I'll give you a call
Thanks
Gordon

From: [REDACTED]
Sent: Monday, 17 January 2022 9:19 AM
To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>; [REDACTED]
[REDACTED]
Subject: RE: Chief of Staff role

OFFICIAL: Sensitive - Personal Privacy

Thanks, Gordon
Would 1pm be suitable for you? I am in a meeting from 11.30-12.30pm. My number is [REDACTED]
[REDACTED].
Cheers
[REDACTED]

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Monday, 17 January 2022 9:07 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Chief of Staff role

OFFICIAL: Sensitive - Personal Privacy

Hi [REDACTED]
I'd be very happy to speak with you.
Can I give you a call around 12 or shortly after?

Gordon

Get [Outlook for iOS](#)

From: [REDACTED]

Sent: Monday, January 17, 2022 8:18 am

To: Ramsay, Gordon

Cc: [REDACTED]

Subject: Chief of Staff role

CAUTION: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Gordon

I am interested in the Chief of Staff role at the Cultural Facilities Corporation. I note that applications are due on 19 January. Would it be possible to chat with you about the role either today or tomorrow?

with thanks

[REDACTED]

[REDACTED]

[REDACTED]

From: [Ramsay, Gordon](#)
To: [Fisher, Elysia](#)
Subject: RE: Chief of Staff Recruitment
Date: Monday, 17 January 2022 4:12:00 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)

Thanks for this – much appreciated

Let's see if we can keep the NFSA meeting as it is and work around it. If worst comes to worst with candidates' availability we may have to reschedule later

From: Fisher, Elysia <Elysia.Fisher@act.gov.au>
Sent: Monday, 17 January 2022 4:10 PM
To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Subject: RE: Chief of Staff Recruitment

OFFICIAL

For my part just checking

Elysia: Can you please be ready to arrange for interview times (30 minute interviews and 15 minutes between) and make contact with the people whom we will be interviewing. It may end up being necessary to move the 1-1 catch ups from Monday morning, depending on people's availability. (It may be worth giving Genevieve a call - [REDACTED] – to double check availability.) I would like them to be in person – probably in the Board Room, to give just a little more space. I would also like them to be back to back if at all possible.

Can you please be on hand at that time to usher people around – maybe work from Maria's space for the time of the interviews? **Yes of course – will work out sitting over there on the Monday**
Genevieve and I will need half an hour together before the first interview and half an hour together after the last interview.

Please block out my diary on Tuesday afternoon as well for me potentially to make phone calls etc to referees and candidates if we are up to that. **Would you like the NFSA intro meeting rescheduled to a different day to accommodate?**



ELYSIA FISHER: PA TO THE DIRECTOR
Canberra Theatre Centre
PO Box 226 Civic Square, CANBERRA ACT 2608
E-mail | elysia.fisher@act.gov.au
(W) 02 6243 5701 | (F) 02 6243 5721

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Monday, 17 January 2022 3:54 PM
To: Collins, Trudy <Trudy.Collins@act.gov.au>; Fisher, Elysia <Elysia.Fisher@act.gov.au>
Cc: Tidy, Ian <Ian.Tidy@act.gov.au>
Subject: Chief of Staff Recruitment

Dear Trudy and Elysia

I thought it helpful to touch base with you about an open recruitment process that we have going at the

moment – for the CFC Chief of Staff. The position description is at [1118 Position Description \(act.gov.au\)](#).

Applications close COB 19 January (Wednesday). I am looking to progress the selection processes as a matter of priority.

Genevieve Jacobs (Board member and also Chair of the Minister's Creative Council) and I will be the selection panel.

If possible:

- we are looking to determine the shortlist for interview on either Thursday 20th (I will be available until noon, before I am leading a funeral service) or Friday
- we are looking to interview early the following week (either on Monday or Tuesday if we can co-ordinate diaries), and to move to appointment later that week

I would greatly appreciate your support in enabling things to progress on this.

Trudy – I understand that you will be receiving the applications as they are submitted. (I have so far had 3 inquiries about the position).

Could you please forward them through to me and to Genevieve ([REDACTED]). Please send through applications that have been received by 4pm on Wednesday, and then provide an email after closure letting us know if there have been any further ones.

Can you also please include with that a document that we can both use to rate the applications against the selection criteria and qualifications.

Elysia: Can you please be ready to arrange for interview times (30 minute interviews and 15 minutes between) and make contact with the people whom we will be interviewing. It may end up being necessary to move the 1-1 catch ups from Monday morning, depending on people's availability. (It may be worth giving Genevieve a call - [REDACTED] – to double check availability.) I would like them to be in person – probably in the Board Room, to give just a little more space. I would also like them to be back to back if at all possible.

Can you please be on hand at that time to usher people around – maybe work from Maria's space for the time of the interviews?

Genevieve and I will need half an hour together before the first interview and half an hour together after the last interview.

Please block out my diary on Tuesday afternoon as well for me potentially to make phone calls etc to referees and candidates if we are up to that.

Elysia/Trudy – can I please ask for one or the other of you to be the scribe for the interviews and to co-ordinate that into the diary as well?

Trudy – can you please note that if things work as I am hoping they might, we will be wanting to arrange for letter of employment etc late next week. I note that Elysia will be away on Thursday/ Friday after Australia Day.

Elysia/Trudy Can you please let me know if I have forgotten anything in this.

Many thanks
Gordon



From: [Ramsay, Gordon](#)
To: [Tidy, Ian](#)
Subject: RE: Can you give me a convenient time for a short phone call on selection committee - only need about 5 minutes
Date: Tuesday, 18 January 2022 1:57:34 PM

Am free now (through till about 315)

From: Tidy, Ian <Ian.Tidy@act.gov.au>
Sent: Tuesday, 18 January 2022 1:56 PM
To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Subject: Can you give me a convenient time for a short phone call on selection committee - only need about 5 minutes

OFFICIAL

<https://www.cmtedd.act.gov.au/employment-framework/for-employees/recruitment-guidelines>

Ian Tidy
Chief Finance Officer
Cultural Facilities Corporation
Ph – 6205 2195

From: [Ramsay, Gordon](#)
To: [Tidy, Ian](#)
Subject: RE: enterprise agreement only covers Joint Selection Committee (JSC)
Date: Tuesday, 18 January 2022 2:33:05 PM

Thanks

I note I note that on the website [Selection forms - Careers and Employment \(act.gov.au\)](#) there is a Recruitment Checklist that covers the appointment of a Selection Advisory Committee
Gordon

From: Tidy, Ian <Ian.Tidy@act.gov.au>
Sent: Tuesday, 18 January 2022 2:29 PM
To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Subject: enterprise agreement only covers Joint Selection Committee (JSC)

OFFICIAL

Our process is a Selection Advisory Committee (SAC) and is covered through the framework and the Public Sector Management Standards 2016 (sect 24)

Ian Tidy
Chief Finance Officer
Cultural Facilities Corporation
Ph – 6205 2195

From: [Ramsay, Gordon](#)
To: [REDACTED]; [Tidy, Ian](#)
Subject: Assessment documentation
Date: Wednesday, 19 January 2022 4:34:00 PM
Attachments: [CFC Individual Assessment - XX2.docx](#)
[CFC Individual Assessment - \[REDACTED\].docx](#)
[CFC Individual Assessment - \[REDACTED\].docx](#)
[CFC Individual Assessment - \[REDACTED\].docx](#)
[CFC Individual Assessment - \[REDACTED\].docx](#)
[CFC Individual Assessment - XX1.docx](#)
[image001.jpg](#)

Hi Genevieve and Ian

Please find attached documentation that you might find helpful for the reflections on the applications that we have received. (Plus 2 “spares” for later applications)

I will guide us through these in our conversations tomorrow morning about shortlisting

Gordon





ACT
Government

Individual Assessment

Instructions

1. This form is part of the Recruitment Selection Package.
2. This form should be completed in MS Word. To unlock protected fields and table sections select *Tools* and *Unprotect* (from menu bar) and remove editing restrictions (XP users only). This will allow you to add or delete fields, columns and rows as required.

Position Details	
Directorate: Chief Minister, Treasury & Economic Development Directorate	Division: Cultural Facilities Corporation
Branch: Central	Section: Corporate/HR
Position Title: Chief of Staff	Position Number: 1118
Position Classification: SOG A	Applicants Name:

Applicant Assessments								
The applicant has been assessed against each of the selection criteria using the rating scale:								
	SC1	SC2	SC3	SC4	SC5	SC6	SC7	Overall
APPLICATION								
INTERVIEW								
TOTAL								

Note:

Selection Criteria:

SC1 shape strategic thinking...

SC2 lead and value people, ... build culture of improving practice

SC3 foster collaboration, partnerships etc ... build on demonstrated history of respect in govt & arts

SC4 exceptional written and interpersonal skills ... Board, staff, govt and community

SC5 understanding and experience in Arts, Govt Exec and Leg Ass

SC6 senior management team – strategic

SC 7 Workplace Diversity, WR, WHS, Code of Ethics

HD1 Bachelor's degree +

HD2 3+ years COS or equiv

HD 3 Driver's licence

Recruitment Rating Scale:

- 5 Excellent
- 4 Fully Competent
- 3 Competent
- 2 Requires Development/Satisfactory
- 1 Unsuitable/Unsatisfactory
- N/A Not Assessed

Eligibility/Qualifications (if applicable)

Applicant meets prescribed minimum eligibility/qualifications for the position?

HD 1 Bachelor's or higher

HD 2 3+ years experience as COS or equivalent

HD 3 Driver's licence

☐ Yes ☐ No

Comments (Summary of reason to support assessment)**Selection Committee In Agreement****CHAIRPERSON**

Date: __/__/__

PRINT NAME

SIGNATURE

MEMBER

Date: __/__/__

PRINT NAME

SIGNATURE

MEMBER

Date: __/__/__

PRINT NAME

SIGNATURE

From: [Ramsay, Gordon](#)
To: [Collins, Trudy](#)
Cc: [REDACTED] [Tidy, Ian](#)
Subject: RE: Job Applications
Date: Wednesday, 19 January 2022 4:07:05 PM
Attachments: [image001.jpg](#)

Thanks Trudy

I had a phone inquiry this afternoon from another person who indicated that she was likely to submit an application, so we will need to keep an eye out for it

Many thanks

Gordon

From: Collins, Trudy <Trudy.Collins@act.gov.au>
Sent: Wednesday, 19 January 2022 4:04 PM
To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Cc: [REDACTED] Tidy, Ian <Ian.Tidy@act.gov.au>
Subject: Job Applications

OFFICIAL

Dear Gordon

Please find attached the 4 applications I have received to date.

Applications close at midnight tonight. I will forward any further applications early tomorrow morning.

Regards, Trudy

Trudy Collins | HR Adviser

t 6207 3963 | **f** 02 6207 3973 | **e** trudy.collins@act.gov.au

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CAMG-HP-CTC-ACTGOV_combo



From: [Fisher, Elysia](#)
To: [Ramsay, Gordon](#)
Subject: RE: Selection Committee for COS role
Date: Wednesday, 19 January 2022 11:40:49 AM
Attachments: [image002.jpg](#)
[image003.jpg](#)

OFFICIAL

Update:

Thursday shortlist meeting – in the calendar

Boardroom held for full day Tuesday 25 Jan
Ian is available all day – Genevieve still to respond.

Scribe:

Noting your initial email asking me/Trudy to scribe, is it possible to use an external scribe?
Having discussed this with both Trudy and Ian, Trudy **for reporting line reasons, doesn't feel that she should scribe.**

For me, I'm not feeling particularly confident about scribing as it isn't a duty I regularly undertake. I have done a handful in my years here but generally where no one else could do it. CTC has regularly used scribes for interviews and they certainly take a lot of work off our hands and have always been able to provide an objective written assessment. From recollection Maria has also engaged an external scribe for interviews.

Happy to come over and chat about this later if that helps.

Elysia



ELYSIA FISHER: PA TO THE DIRECTOR
Canberra Theatre Centre
PO Box 226 Civic Square, CANBERRA ACT 2608
E-mail | elysia.fisher@act.gov.au
(W) 02 6243 5701 | (F) 02 6243 5721

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Tuesday, 18 January 2022 2:50 PM
To: Tidy, Ian <Ian.Tidy@act.gov.au>; Genevieve Jacobs [REDACTED]
Cc: Collins, Trudy <Trudy.Collins@act.gov.au>; Fisher, Elysia <Elysia.Fisher@act.gov.au>
Subject: Selection Committee for COS role

Dear Ian and Genevieve (and hi Trudy and Elysia)

I have noted that there is a potential discrepancy between the Public Sector Management Standards 2016 and the Recruitment Checklist on [Selection forms - Careers and Employment \(act.gov.au\)](#) regarding the make up of the Selection Committee.

While that potential discrepancy is not something that is able to be resolved immediately I believe it is appropriate for us work with the higher requirements – which is a panel of 3 people. I have therefore appointed Ian Tidy to the panel as well. Given the responsibilities of the new COS will have some of Ian's current responsibilities, and given his depth of knowledge regarding recruitment within the CFC, I believe that Ian's contribution will be invaluable to this process.

Thanks Ian for agreeing to participate in it.

Elysia – can you please link with Ian's diary as well for the time of the shortlisting (hopefully Thursday

morning) and interviews (hopefully Tuesday).

Many thanks for this

Please let me know if there are any questions that any of you have regarding this

Warmest regards

Gordon



From: [Fisher, Elysia](#)
To: [Marshall, Ben](#)
Subject: FW: Diary Hold for Tuesday 25 January- COS interviews
Date: Wednesday, 7 September 2022 2:03:59 PM

OFFICIAL



ELYSIA FISHER: PA TO THE DIRECTOR
Canberra Theatre Centre
PO Box 226 Civic Square, CANBERRA ACT 2608
E-mail | elysia.fisher@act.gov.au
(W) 02 6243 5701 | (F) 02 6243 5721

From: Fisher, Elysia
Sent: Wednesday, 19 January 2022 9:21 AM
To: Genevieve Jacobs [REDACTED]; Tidy, Ian <Ian.Tidy@act.gov.au>
Cc: Wallace, Maria (CFC) <Maria.Wallace@act.gov.au>
Subject: Diary Hold for Tuesday 25 January- COS interviews

OFFICIAL

Hi Ian & Genevieve,

Just wanted to flag that at this stage we are foreshadowing next Tuesday 25 January to hold interviews for the COS position.

If at all possible, it would be good to know if you are available all day for these to be scheduled (including times for pre-interview discussions and post interview debriefing)

Can you please let me know if there are any issues with this?

Elysia



ELYSIA FISHER: PA TO THE DIRECTOR
Canberra Theatre Centre
PO Box 226 Civic Square, CANBERRA ACT 2608
E-mail | elysia.fisher@act.gov.au
(W) 02 6243 5701 | (F) 02 6243 5721

From: [Ramsay, Gordon](#)
To: [REDACTED]; [Fisher, Elysia](#)
Cc: [Tidy, Ian](#); [Wallace, Maria \(CFC\)](#)
Subject: RE: Diary Hold for Tuesday 25 January- COS interviews
Date: Wednesday, 19 January 2022 4:27:53 PM

Hi All

Would it be possible Genevieve, if we aimed for the morning of the 25th?
I could clear my diary and go then if the morning worked for you

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

From: Genevieve Jacobs [REDACTED]
Sent: Wednesday, 19 January 2022 4:25 PM
To: Fisher, Elysia <Elysia.Fisher@act.gov.au>; Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Cc: Tidy, Ian <Ian.Tidy@act.gov.au>; Wallace, Maria (CFC) <Maria.Wallace@act.gov.au>
Subject: Re: Diary Hold for Tuesday 25 January- COS interviews

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Hello Elysia,
Unfortunately the 25th is out of the question for me - we are holding our [REDACTED]
[REDACTED] between 1 and 5. Is Thursday a possibility at all? Apologies for a slightly late reply, we've
just concluded the [REDACTED] today.
Regards,
Genevieve

Sent from my iPhone

> On 19 Jan 2022, at 9:20 am, Fisher, Elysia <Elysia.Fisher@act.gov.au> wrote:
>

From: [Fisher, Elysia](#)
To: [Ramsay, Gordon](#)
Subject: RE: Interviews for Tuesday
Date: Thursday, 20 January 2022 12:27:22 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)

Sounds great.

I'd like to send them a confirmation with details of where to arrive and everything before hand so either tomorrow or Monday is good for that too

E



ELYSIA FISHER: PA TO THE DIRECTOR
Canberra Theatre Centre
PO Box 226 Civic Square, CANBERRA ACT 2608
E-mail | elysia.fisher@act.gov.au
(W) 02 6243 5701 | (F) 02 6243 5721

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Thursday, 20 January 2022 12:25 PM
To: Fisher, Elysia <Elysia.Fisher@act.gov.au>
Subject: Re: Interviews for Tuesday

Thanks -

We arent currently anticipating providing the questions in advance. I will confirm that with the panel tomorrow. I'll confirm it with you either tomorrow or on Monday to advise the 2 candidates

Thanks

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From: Fisher, Elysia <Elysia.Fisher@act.gov.au>
Sent: Thursday, January 20, 2022 12:23:14 PM
To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Subject: RE: Interviews for Tuesday

Done.

██████ did ask about questions, which I noted were typically provided around 10 minutes before interview time. (unless you would like them to go earlier)

Elysia



ELYSIA FISHER: PA TO THE DIRECTOR
Canberra Theatre Centre
PO Box 226 Civic Square, CANBERRA ACT 2608
E-mail | elysia.fisher@act.gov.au
(W) 02 6243 5701 | (F) 02 6243 5721

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Thursday, 20 January 2022 11:51 AM
To: Fisher, Elysia <Elysia.Fisher@act.gov.au>
Subject: RE: Interviews for Tuesday

Great thanks!

If you end up needing it, [REDACTED] email address is [REDACTED]

Very much appreciated
Gordon

From: Fisher, Elysia <Elysia.Fisher@act.gov.au>
Sent: Thursday, 20 January 2022 11:47 AM
To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Subject: RE: Interviews for Tuesday

Times dropping into calendar now.

[REDACTED] is in
[REDACTED] – I've left a message and am waiting for [REDACTED] to call back.

Elysia



ELYSIA FISHER: PA TO THE DIRECTOR
Canberra Theatre Centre
PO Box 226 Civic Square, CANBERRA ACT 2608
E-mail | elysia.fisher@act.gov.au
(W) 02 6243 5701 | (F) 02 6243 5721

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Thursday, 20 January 2022 11:08 AM
To: Fisher, Elysia <Elysia.Fisher@act.gov.au>
Subject: Interviews for Tuesday

Hi Elysia

Can you please attend to the following for the interviews

We are going to interview 2 people. Their details are below for you to call and arrange a time.

We are very hopeful that we can do it on Tuesday morning next week

9am The Panel gathers to prepare

9:30-10am FIRST INTERVIEW

10-10.15 reflection on interview

10.15 – 10:45 SECOND INTERVIEW

10:45 – 11:30 Reflection on Interview and determination of preferred candidate by Panel

The two candidates are:

[REDACTED]
[REDACTED]

Many many thanks

Gordon



From: [Collins, Trudy](#)
To: [Ramsay, Gordon](#)
Cc: [Tidy, Ian](#); [REDACTED]
Subject: Applications
Date: Thursday, 20 January 2022 6:47:06 AM
Attachments: [REDACTED]

OFFICIAL

Dear Gordon

2 more applications received last night.

Regards, Trudy

Trudy Collins | HR Adviser

t 6207 3963 | **f** 02 6207 3973 | **e** trudy.collins@act.gov.au

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From: [Ramsay, Gordon](#)
To: [CFC HR](#)
Subject: Re: [REDACTED]
Date: Thursday, 20 January 2022 8:52:07 AM

Thanks Trudy
All 7 now safely received
Gordon

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From: CFC HR <CFC.HR@act.gov.au>
Sent: Thursday, January 20, 2022 6:52 am
To: Ramsay, Gordon
Cc: Tidy, Ian; [REDACTED]
Subject: FW: [REDACTED]

OFFICIAL

Dear Gordon

Sorry one more.

From: smartforms@act.gov.au <smartforms@act.gov.au>
Sent: Sunday, 16 January 2022 1:29 PM
To: CFC HR <CFC.HR@act.gov.au>
Subject: [REDACTED]

ACT Government Job Application

Form data summary

Position number	1118
Directorate	Cultural Facilities Corporation
Applicant	[REDACTED]
Contact number	[REDACTED]
Applicant email	[REDACTED]
Excess officer	No
Prior service	No
Message to panel	No message
Special requirements	No special requirements
Reference code	[REDACTED]

From: [Ramsay, Gordon](#)
To: [Tidy, Ian](#)
Subject: Here is the form
Date: Thursday, 20 January 2022 10:27:06 AM

Noting that it would otherwise go to CMTEDD – I think ours is better to be retained
I would suggest that we should ask Trudy to create a CFC version of it, and compete it and send it to the Board Executive
If you agree, can you please follow that through with Trudy

[Recruitment Selection Committee Conflict of Interest/Declaration of Impartiality - OneGov Service Centre \(service-now.com\)](#)

From: Ramsay, Gordon
Sent: Thursday, 20 January 2022 10:23 AM
To: Tidy, Ian <Ian.Tidy@act.gov.au>
Subject: RE: couldn't find any particular form

Yes agreed

There is a form somewhere that I have seen but cant find this morning, but we will definitely need to note the declaration of interest – and then once I find the form (probably after the funeral) we will make sure it is competed and noted that we had the discussion today

From: Tidy, Ian <Ian.Tidy@act.gov.au>
Sent: Thursday, 20 January 2022 10:20 AM
To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Subject: couldn't find any particular form

OFFICIAL

But it may be handy to have a quick process at the start to declare any real or perceived conflict of interest. Important too as we have no prior knowledge whether Genevieve has any knowledge or working relationships with any of the seven applicants.

Regards

Ian Tidy
Chief Finance Officer
Cultural Facilities Corporation
Ph – 6205 2195

From: [REDACTED]
To: [Ramsay, Gordon](#)
Cc: [Tidy, Ian](#)
Subject: Re: Interview questions
Date: Sunday, 23 January 2022 11:44:49 PM

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Thanks Gordon, here are my thoughts:

When and how have you demonstrated an ability to negotiate an outcome with government?

Give us some examples of how you have developed positive relationships with key stakeholders?

Tell us about how and when you have implemented strategic change in your organisation?

How have you negotiated outcomes where there is a very diverse range of stakeholders who don't have a shared position?

Regards,
Genevieve

On Sun, 23 Jan 2022 at 17:29, Ramsay, Gordon <Gordon.Ramsay@act.gov.au> wrote:

OFFICIAL: Sensitive - Personal Privacy

Hi Genevieve and Ian

If you have had the chance to consider potential questions for the interviews, and are able to send those through to me, I will add mine, and collate them (so we don't have repeated questions)

Many thanks again
Gordon

Gordon Ramsay
Chief Executive Officer
Cultural Facilities Corporation
+612 6207 3976
[REDACTED]
gordon.ramsay@act.gov.au

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From: [Ramsay, Gordon](#)
To: [Collins, Trudy](#)
Cc: [Tidy, Ian](#)
Subject: COS recruitment steps
Date: Monday, 24 January 2022 4:47:22 PM
Attachments: [image001.jpg](#)

Dear Trudy

Thanks for the work with this.

Can you please draft a standard CFC letter regarding unsuccessful application to each of the following applicants for the COS position. The panel has determined that none of these are to be interviewed. I will look to have these letters sent later this week – potentially either tomorrow afternoon or Thursday.

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

I will contact the unsuccessful interview applicant by phone myself – again once we have a successful candidate determined the panel and have agreed with that person that they will be taking up the offer.

For your timings – can you please note that if we are able, we will determine a preferred candidate after the interviews tomorrow and conduct a referee check later that day (or potentially on Wednesday if necessary)

Given that I am the delegate and also Chair of the Selection Panel because of the nature and level of this position, I will be confirming the appointment recommendation and process with the Chair and Deputy Chair of the Board. That will include a confirmation of the Delegate's checklist.

It is my hope that we can turn things around and have a letter of offer for this position on Thursday so that the successful candidate is comfortable in giving formal notice to their current employer. I really appreciate your work on turning this around quickly.

Thanks so much
Gordon



From: [Tidy, Ian](#)
To: [Collins, Trudy](#)
Subject: Final - recruitment declaration of interest form
Date: Monday, 24 January 2022 3:58:00 PM
Attachments: [CFC Recruitment Selection Committee Declaration.docx](#)

OFFICIAL

Thanks Trudy. This was good.

Only some minor refinements from myself then Gordon. This version saved to recruitment tools and draft removed.

Can you just print up three copies and leave in my in-tray to use tomorrow morning.

Good job.

Ian Tidy
Chief Finance Officer
Cultural Facilities Corporation
Ph – 6205 2195

From: Tidy, Ian
Sent: Monday, 24 January 2022 3:56 PM
To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Subject: RE: Draft - recruitment declaration of interest form

OFFICIAL

Thanks for suggestions and agree that this now reads better.

I'll ask Trudy to print up three declarations for our use tomorrow, or we can distribute electronic versions.

Ian Tidy
Chief Finance Officer
Cultural Facilities Corporation
Ph – 6205 2195

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Monday, 24 January 2022 3:44 PM
To: Tidy, Ian <Ian.Tidy@act.gov.au>
Subject: RE: Draft - recruitment declaration of interest form

Hi Ian

Thanks for this

I think the language logic needs a slight tweak

Can I suggest that the intro para read:

As a member of the above Recruitment Selection Committee, I am aware that previous relationships might cause an actual or perceived conflict of interest in a recruitment process. These relationships include a family or personal relationship, a business relationship (for example, with outside vendors), or a relationship involving personal conflict.

The first dot point should then read

I do not have, and have not previously had ...

After that – all good to go.

If we can have that done before the morning, that would be great!! The three of us can sign them prior to any interviews occurring.

For your information, I sent a note separately to Richard and Helen over the weekend notifying them of the declarations that Genevieve you and I made prior to the consideration of any of the applications for the COS role

Thanks

Gordon

From: Tidy, Ian <Ian.Tidy@act.gov.au>

Sent: Monday, 24 January 2022 3:22 PM

To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>

Subject: Draft - recruitment declaration of interest form

OFFICIAL

Hi Gordon.

Trudy has been working on this form. Are you happy to use for the current recruitment process.

I have tested and you can only select one or the other of the two radio buttons to state that (1) you do not have a relationship that is described, or (2) you have disclosed and described the relationship to the Committee Members.

Let me know if you wish to see any further changes.

Ian Tidy

Chief Finance Officer

Cultural Facilities Corporation

Ph – 6205 2195



Recruitment Selection Committee Declaration

This declaration form is required to be completed by Recruitment Selection Committees for all vacancies in the Cultural Facilities Corporation.

Vacancy Job Title:

Vacancy Position Number:

Vacancy Business Unit:

Committee Member's Name

As a member of the above Recruitment Selection Committee, I am aware of relationships that might cause an actual or perceived conflict of interest in a recruitment process such as a family or personal relationship, a business relationship (for example, with outside vendors), or a relationship involving personal conflict.

I declare that:

☐ I do not have or previously had a relationship of a kind described above, with any applicant to the specified vacancy

Or

☐ I have disclosed to Committee Members and described the circumstances of an actual or perceived conflict of interest due to a relationship with an applicant

I acknowledge that:

☐ The recruitment selection process is confidential, and I will not divulge information to applicants during this process.

Member's details

Signed:

Date:



Recruitment Selection Committee Declaration

This declaration form is required to be completed by Recruitment Selection Committees for all vacancies in the Cultural Facilities Corporation.

Vacancy Job Title:

Vacancy Position Number:

Vacancy Business Unit:

Committee Member's Name

As a member of the above Recruitment Selection Committee, I am aware that previous relationships might cause an actual or perceived conflict of interest in a recruitment process. These relationships include a family or personal relationship, a business relationship (for example, with outside vendors), or a relationship involving personal conflict.

I declare that:

☐ I do not have, and have not previously had a relationship of a kind described above, with any applicant to the specified vacancy

Or

☐ I have disclosed to Committee Members and described the circumstances of an actual or perceived conflict of interest due to a relationship with an applicant

I acknowledge that:

☐ The recruitment selection process is confidential, and I will not divulge information to applicants during this process.

Member's details

Signed:

Date:

From: [REDACTED]
To: [Ramsay, Gordon](#) [REDACTED]
Subject: Re: Recruitment process - declaration of interests
Date: Monday, 24 January 2022 10:50:02 AM

OFFICIAL: Sensitive - Personal Privacy

Dear Gordon

Thanks very much for letting me know all this information - very helpful.

I agree that the declarations should resolve any conflict issues.

Good luck with the selection process.

Warmest regards

Richard

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Sunday, 23 January 2022 17:28
To: Justice Refshauge [REDACTED]; [REDACTED]
[REDACTED]
Subject: Recruitment process - declaration of interests

OFFICIAL: Sensitive - Personal Privacy

Dear Richard and Helen

As you are aware, we are currently conducting a recruiting process to appoint a Chief of Staff in the organisation.

The selection panel is myself as Chair, Genevieve Jacobs and Ian Tidy.

I wanted to draw to your attention the declarations of interest that were made by the panel at the time that applications closed last Wednesday night, and prior to the meeting to shortlist the candidates.

There were 7 applications. 2 people are known to one or more members of the panel:

[REDACTED] - has worked with Gordon as [REDACTED]
[REDACTED] and has been known to me in my work at [REDACTED]
[REDACTED] has also worked alongside Genevieve Jacobs, in the latter's role as Chair of the Creative Council. [REDACTED] has had incidental dealings with Ian Tidy in the past few years.

[REDACTED]: Genevieve Jacobs declared that she has had dealings with [REDACTED] in [REDACTED] time at the [REDACTED] over several years, primarily in Ms Jacobs's role at the Riot Act. Ian and I have also had minor, incidental dealings with [REDACTED].

Neither [REDACTED] have asked for a panel member to act as a referee in this process.

The panel members are confident that with these interests declared, we are all capable of working with a merit based appointment. We draw these interests to your attention for the sake of transparency.

Interviews for the position are being held on Tuesday morning.

I am very happy to discuss this with either of you if you would like.

Warmest
Gordon

Gordon Ramsay
Chief Executive Officer
Cultural Facilities Corporation
+612 6207 3976
[REDACTED]
gordon.ramsay@act.gov.au

From: [Ramsay, Gordon](#)
To: [Tidy, Ian](#); [REDACTED]
Subject: RE: Interview questions
Date: Monday, 24 January 2022 5:59:00 PM
Attachments: [CFC COS Interview format.docx](#)

Dear Ian and Genevieve

Thank you for the thoughts on this – really helpful!!

Please find attached my proposed interview document for your perusal

I will have hard copies for each of us for tomorrow so we can each take notes as we choose

Thanks

Gordon



ACT
Government

Notes for Interview

Position Details	
Directorate: Chief Minister, Treasury & Economic Development Directorate	Division: Cultural Facilities Corporation
Branch: Central	Section: Corporate/HR
Position Title: Chief of Staff	Position Number: 1118
Position Classification: SOG A	Applicants Name:

Introduction – by Chair Gordon Ramsay

Thanks applicant.

New position – key in next phase for the CFC:

Both operational and strategic. Has both internal and external responsibilities (eg wrt Minister)

Has a people element, also working as peer in Leadership team, and Whole of Organisational frame

Outlines the interview process

FIRST QUESTION: ASKED BY GORDON RAMSAY (Selection Criteria – all)

Why have you applied for the position, and how have your experiences placed you to take this role on? In particular, what do you see as core for the new role of COS here?

SECOND QUESTION: ASKED BY GENEVIEVE JACOBS (Selection Criteria – 2,3,5)

The position will be working across a broad range of individuals and groups.

Give us some examples of how you have developed positive relationships with key stakeholders? Particularly where you have negotiated a positive outcome when the stakeholders do not have a shared or common view on things

THIRD QUESTION: ASKED BY IAN TIDY (Selection Criteria – 4,6)

Can you provide an example where you have authored a high level paper, presentation or report to either Government, Senior Public Service Officials, or a Board, seeking support on an idea or a project. How did you go about it, and were you successful

FOURTH QUESTION: ASKED BY GENEVIEVE JACOBS (Selection Criteria – 1,6)

The CFC is at a key moment in its history.

How have you gone about effecting and assisting strategic change in an organisation?
And how would you see strategic change potentially occurring here in the CFC?

FIFTH QUESTION: ASKED BY IAN TIDY (Selection Criteria – 2,7)

The CFC was recently involved with a pilot *ACTPS Employee Survey* , the results of which have been received and are somewhat mixed (i.e there are areas we are doing well with and areas that could be improved).

How would you provide leadership for the CFC to build on a culture of improving practice

CONCLUDING SECTION – BY GORDON RAMSAY

Are there any questions that you have of us on the panel?

Summary:

Looking to move quickly on this.

We anticipate drawing matters through over the next few days.

If you were the successful candidate, when would you be able to start?

Thanks

From: [Ramsay, Gordon](#)
To: [Tidy, Ian](#); [REDACTED]
Subject: RE: Interview questions
Date: Monday, 24 January 2022 10:46:28 AM

OFFICIAL: Sensitive - Personal Privacy

Thanks to both of you!!
I will get something together late today and circulate it to you both

Gordon

From: Tidy, Ian <Ian.Tidy@act.gov.au>
Sent: Monday, 24 January 2022 10:00 AM
To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>; Genevieve Jacobs [REDACTED]
Subject: RE: Interview questions

OFFICIAL: Sensitive - Personal Privacy

OFFICIAL: Sensitive – Personal Privacy

Thanks Gordon and Genevieve. Some suggested questions are:

- Can you provide an example where you have authored a high level paper, presentation or report to either Government, Senior Public Service Officials, or a Board, where you have sought support on an idea or a project – and can you let us know whether you were successful with your endeavour
- The CFC was recently involved with a pilot *ACTPS Employee Survey*, the results of which have been received and are somewhat mixed (i.e there are areas we are doing well with and areas that could be improved). How would you provide leadership for the CFC to build on a culture of improving practice

Ian Tidy
Ph- [REDACTED]

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Sunday, 23 January 2022 5:30 PM
To: Tidy, Ian <Ian.Tidy@act.gov.au>; Genevieve Jacobs [REDACTED]
Subject: Interview questions

OFFICIAL: Sensitive - Personal Privacy

Hi Genevieve and Ian

If you have had the chance to consider potential questions for the interviews, and are able to send those through to me, I will add mine, and collate them (so we dont have repeated questions)

Many thanks again
Gordon

Gordon Ramsay
Chief Executive Officer
Cultural Facilities Corporation
+612 6207 3976



gordon.ramsay@act.gov.au

From: [Fisher, Elysia](#)
To: [Marshall, Ben](#)
Subject: FW: Confirmation of Interview for PN1118, Cultural Facilities Corporation Chief of Staff
Date: Friday, 2 September 2022 8:55:11 AM
Attachments: [image001.jpg](#)

OFFICIAL



ELYSIA FISHER: PA TO THE DIRECTOR
Canberra Theatre Centre
PO Box 226 Civic Square, CANBERRA ACT 2608
E-mail | elysia.fisher@act.gov.au
(W) 02 6243 5701 | (F) 02 6243 5721

From: Fisher, Elysia
Sent: Monday, 24 January 2022 3:35 PM
To: [REDACTED]
Subject: Confirmation of Interview for PN1118, Cultural Facilities Corporation Chief of Staff

OFFICIAL

Dear [REDACTED],

We look forward to meeting with you tomorrow Tuesday 25 January at 10.15am regarding your application for PN1118, Cultural Facilities Corporation Chief of Staff.

Please check in on the QR code located in the CMAG foyer when you arrive. Once you've checked in please proceed to the CFC Administration office located on Level 1.

Preparing for your Interview

The interview panel for your interview will be Gordon Ramsay (CEO of the CFC), Ian Tidy (CFO of the CFC) and Genevieve Jacobs (CFC Board member). The interview will be approximately 30 minutes long and will have 4-5 questions on your experiences relevant to the Position Description and selection criteria. These questions will not be provided beforehand. The panel encourages you to be ready to discuss specific examples from your background which are relevant to the position.

Please contact me on [REDACTED] if you need to speak with me prior to the interview.

ELYSIA FISHER: On behalf of the Chief Executive Officer
PO Box 226 Civic Square, CANBERRA ACT 2608
E-mail | elysia.fisher@act.gov.au

From: [Fisher, Elysia](#)
To: [Marshall, Ben](#)
Subject: FW: Confirmation of Interview for PN1118, Cultural Facilities Corporation Chief of Staff
Date: Friday, 2 September 2022 8:55:40 AM
Attachments: [image001.jpg](#)

OFFICIAL



ELYSIA FISHER: PA TO THE DIRECTOR
Canberra Theatre Centre
PO Box 226 Civic Square, CANBERRA ACT 2608
E-mail | elysia.fisher@act.gov.au
(W) 02 6243 5701 | (F) 02 6243 5721

From: Fisher, Elysia
Sent: Monday, 24 January 2022 3:35 PM
To: [REDACTED]
Subject: Confirmation of Interview for PN1118, Cultural Facilities Corporation Chief of Staff

OFFICIAL

Dear [REDACTED],

We look forward to meeting with you tomorrow Tuesday 25 January at 9.30am regarding your application for PN1118, Cultural Facilities Corporation Chief of Staff.

Please check in on the QR code located in the CMAG foyer when you arrive. Once you've checked in please proceed to the CFC Administration office located on Level 1.

Preparing for your Interview

The interview panel for your interview will be Gordon Ramsay (CEO of the CFC), Ian Tidy (CFO of the CFC) and Genevieve Jacobs (CFC Board member).
The interview will be approximately 30 minutes long and will have 4-5 questions on your experiences relevant to the Position Description and selection criteria. These questions will not be provided beforehand. The panel encourages you to be ready to discuss specific examples from your background which are relevant to the position.

Please contact me on [REDACTED] if you need to speak with me prior to the interview.

ELYSIA FISHER: On behalf of the Chief Executive Officer
PO Box 226 Civic Square, CANBERRA ACT 2608
E-mail | elysia.fisher@act.gov.au

From: [Ramsay, Gordon](#)
To: [REDACTED]
Subject: COS Recruitment update and preferred candidate information
Date: Tuesday, 25 January 2022 1:13:00 PM
Attachments: [image001.jpg](#)

Dear Richard and Helen

As I previously indicated, I am updating you on the selection/ recruitment process before finalisation of contract arrangements. This is because we are in the unusual circumstance that I am both the delegate and also the Chair of the Selection Panel.

The Panel consisted of myself, Ian Tidy and Genevieve Jacobs.

There were 7 applicants for the position. The panel chose to shortlist 2 for interview: [REDACTED]

[REDACTED] and [REDACTED].

As indicated by separate email to you both, all three members of the panel declared some level of previous engagement with the candidates.

We held the interviews this morning. The panel deemed both candidates worthy of merit in the process.

There was a clearly preferred candidate selected by all three members of the panel: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

I am currently seeking to conduct a referee check with [REDACTED] and, subject to it being a positive report, offering the position to [REDACTED] shortly.

I am delighted to bring you the news, and also to offer time for any conversation regarding the appointment or process that you would find helpful

Warmest regards
Gordon



From: [Tidy, Ian](#)
To: [Ramsay, Gordon](#)
Subject: signed
Date: Wednesday, 26 January 2022 9:01:12 PM
Attachments: [Comparative Assessment from Panel meeting.docx](#)
[image001.jpg](#)
[Selection Committee Report COS CFC.doc](#)
[CFC Individual Assessment - \[REDACTED\].docx](#)
[CFC Individual Assessment - \[REDACTED\].docx](#)
[CFC Individual Assessment - \[REDACTED\].docx](#)
[CFC Individual Assessment - \[REDACTED\].docx](#)
[CFC Individual Assessment - \[REDACTED\].docx](#)
[CFC Individual Assessment - \[REDACTED\].docx](#)
[CFC Individual Assessment - \[REDACTED\].docx](#)

OFFICIAL

Well done and almost there.

I have signed the comparative Assessment, the Selection Committee Reports and all 7 Individual Assessments. If easier, when you get Genevieve's signature and have signed, I would be happy to resign again on revised versions if you think that would make it neater.

I did change the salary on the Selection Committee Report to reflect the higher current rate effective 9/12/21 – being \$155,107. I don't think it matters if Genevieve signs the version with \$153,041, so long as the letter of offer to [REDACTED] shows the correct salary.

I think you have Trudy preparing the paperwork for this, due Thursday. Just confirming that temporary staff get handed a contract (temporary short term contract), while permanent staff get handed a letter of offer. Trudy should have a letter of offer for you to sign tomorrow.

Will check in tomorrow.

Ian Tidy
Chief Finance Officer
Cultural Facilities Corporation
Ph – 6205 2195

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Wednesday, 26 January 2022 12:52 PM
To: Tidy, Ian <Ian.Tidy@act.gov.au>; Genevieve Jacobs [REDACTED]
Subject: Documents for signing

Dear Ian and Genevieve

Thank you again for your work with the selection committee.

As discussed, I am looking to progress this as a matter of priority if possible. I have attached the documents for your signature and return

Given the complexities of distance and e-signing, I am very happy for the three of us to sign things individually rather than trying to get all signatures on to the same physical page. I will collate them all as soon as possible

Ian – I am open to hearing from you if you believe I have overlooked any documentation.

I will send to you by separate email the Referee's report I have received from [REDACTED] as a referee for [REDACTED]

Thank you again
Gordon



From: [Tidy, Ian](#)
To: [Ramsay, Gordon](#); [REDACTED]
Subject: RE: Request for Referee report
Date: Wednesday, 26 January 2022 8:28:00 PM
Attachments: [image001.jpg](#)

OFFICIAL

High praise indeed.

Regards

Ian Tidy
Chief Finance Officer
Cultural Facilities Corporation
Ph – 6205 2195

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Wednesday, 26 January 2022 12:54 PM
To: Tidy, Ian <Ian.Tidy@act.gov.au>; Genevieve Jacobs [REDACTED]
Subject: FW: Request for Referee report

Dear Ian and [REDACTED]
Please find attached the Referee report as we discussed.
It is, as you will see, very solid reinforcement of the decision of the panel.

Warm regards
Gordon

From: [REDACTED]
Sent: Tuesday, 25 January 2022 9:42 PM
To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Subject: RE: Request for Referee report

CAUTION: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Gordon

Please see the attached, cleared by [REDACTED]

Regards [REDACTED]

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Tuesday, 25 January 2022 5:18 PM
To: [REDACTED]
Subject: Request for Referee report

Dear [REDACTED]

Thank you so much for agreeing to provide a referee report for [REDACTED] regarding [REDACTED] application for the position of Chief of Staff

As requested, please find attached the PD and the Referee report which has the selection criteria included

I am most delighted either to speak with you (sometime after 6pm this evening, or tomorrow) or alternatively, for you to complete the written report and return it. Either is fine and depends on your preference

Many thanks again
Gordon



This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

From: [Collins, Trudy](#)
To: [Ramsay, Gordon](#)
Subject: RE: Letter to unsuccessful candidate
Date: Thursday, 27 January 2022 3:02:26 PM
Attachments: [image001.jpg](#)

UNOFFICIAL

Hi Gordon

All letters have been emailed.

Regards Trudy

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Thursday, 27 January 2022 2:39 PM
To: Collins, Trudy <Trudy.Collins@act.gov.au>
Subject: Letter to unsuccessful candidate

Hi Trudy

I have now spoken with [REDACTED] and informed [REDACTED] that [REDACTED] was unsuccessful

Can you please send the final remaining unsuccessful candidate letter [REDACTED] and let me know when it has gone out.

When it has I will formally advise Board and Senior Staff of [REDACTED] appointment

Thanks
Gordon



From: [Ramsay, Gordon](#)
To: [Collins, Trudy](#)
Subject: RE: Employment contract preparation: COS
Date: Thursday, 27 January 2022 12:18:00 PM
Attachments: [REDACTED] [PN 1118 Chief of Staff.pdf](#)
[image001.jpg](#)

Hi Trudy
Many thanks

Please find attached the signed letter.
Can you please email it and the version of the PD as advertised to [REDACTED], and bcc me in to it as well.

Thanks so much for your work with this. It is greatly appreciated
Gordon

From: Collins, Trudy <Trudy.Collins@act.gov.au>
Sent: Thursday, 27 January 2022 12:08 PM
To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Subject: RE: Employment contract preparation: COS

UNOFFICIAL

Hi Gordon

Changes made and accepted.

Regards, Trudy

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Thursday, 27 January 2022 11:56 AM
To: Collins, Trudy <Trudy.Collins@act.gov.au>
Subject: RE: Employment contract preparation: COS

Hi Trudy
Thanks for this
If you can make the changes as marked in the document attached that would be great
THANKS
Gordon

From: Collins, Trudy <Trudy.Collins@act.gov.au>
Sent: Thursday, 27 January 2022 11:44 AM
To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>; Tidy, Ian <Ian.Tidy@act.gov.au>
Subject: RE: Employment contract preparation: COS

UNOFFICIAL

Hi Gordon

I have attached the letter of offer for your signature.

Regards, Trudy

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Thursday, 27 January 2022 11:40 AM
To: Tidy, Ian <Ian.Tidy@act.gov.au>; Collins, Trudy <Trudy.Collins@act.gov.au>
Subject: Re: Employment contract preparation: COS

UNOFFICIAL

Hi Ian and Trudy,
I can now confirm that I have all documentation, signed by all three members of the Selection Panel,
and so we are ready to proceed with the letter of offer
Thank you!!

Gordon

Gordon Ramsay
Chief Executive Officer
Cultural Facilities Corporation
+612 6207 3976

gordon.ramsay@act.gov.au

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Thursday, January 27, 2022 11:16 am
To: Tidy, Ian; Collins, Trudy
Subject: Re: Employment contract preparation: COS

Thanks - yes, as per the Selection Committee report I sent through this morning: Monday 14 Feb

Gordon Ramsay
Chief Executive Officer
Cultural Facilities Corporation
+612 6207 3976

gordon.ramsay@act.gov.au

From: Tidy, Ian <Ian.Tidy@act.gov.au>
Sent: Thursday, January 27, 2022 11:02:10 AM
To: Collins, Trudy <Trudy.Collins@act.gov.au>; Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Subject: RE: Employment contract preparation: COS

UNOFFICIAL

I saw paperwork yesterday with 14 February 2022 as the start date.

Ian Tidy
Chief Finance Officer
Cultural Facilities Corporation
Ph – 6205 2195

From: Collins, Trudy <Trudy.Collins@act.gov.au>
Sent: Thursday, 27 January 2022 10:24 AM
To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Cc: Tidy, Ian <Ian.Tidy@act.gov.au>
Subject: RE: Employment contract preparation: COS

UNOFFICIAL

Hi Gordon

I have prepared the letter of offer except for the start date.

Regards, Trudy

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Thursday, 27 January 2022 9:42 AM
To: Collins, Trudy <Trudy.Collins@act.gov.au>
Subject: RE: Employment contract preparation: COS

Hi Trudy
Thanks again for this
Attached is the Committee Report to assist with your finalisation.
The remainder of the signatures for the official, filed version will happen in the next hour or so

Thanks again
Gordon

From: Collins, Trudy <Trudy.Collins@act.gov.au>
Sent: Tuesday, 25 January 2022 1:29 PM
To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Subject: RE: Employment contract preparation: COS

UNOFFICIAL

Hi Gordon

I will start preparing the letter of offer. I will finalise when you have all the details.

Regards, Trudy

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>

Sent: Tuesday, 25 January 2022 1:00 PM

To: Collins, Trudy <Trudy.Collins@act.gov.au>

Subject: Employment contract preparation: COS

Hi Trudy

Thanks again for your work on this matter.

I have one final action on this in the next 24-36 hours, hopefully, but I thought it might be helpful for you to have the relevant information so that the employment contract preparation can begin.

I am hopeful that we will be in a position to send the contract of employment on Thursday.

The preferred candidate, selection by the Recruitment panel, is [REDACTED]. The date of commencement is to be finalised before Thursday. I anticipate it will be either 8 or 9 February.

Thanks again

Please let me know if there is anything that would be helpful to discuss

Warmest regards

Gordon





CULTURAL FACILITIES CORPORATION
(incorporating Canberra Theatre Centre and ACT Museums & Galleries)
CIVIC SQUARE CANBERRA, ACT 2608
P.O. Box 939, CIVIC SQUARE ACT 2608 Telephone: (02) 6207 9139 Fax: (02) 6207 3973



27 January 2022

[REDACTED]

[REDACTED]

[REDACTED]

via email: [REDACTED]

Dear [REDACTED]

I am pleased to confirm our verbal offer of permanent employment as Chief of Staff, Cultural Facilities Corporation. Your salary on commencement will be \$155,107 +superannuation.

As an employee, your conditions of employment are currently contained within our enterprise agreements and in the Public Sector Management Act 1994.

The ACT Public Sector Cultural Facilities Corporation Enterprise Agreement 2021-2022 can be accessed at

https://www.cmtedd.act.gov.au/_data/assets/pdf_file/0008/1896713/ACT-Public-Sector-Cultural-Facilities-Corporation-Enterprise-Agreement-2021-2022-FINAL.pdf

The Public Sector Management Act 1994 can be accessed at

<https://www.legislation.act.gov.au/a/1994-37/default.asp>

In addition to the Public Sector Management Act 1994, you will be required at all times to comply with all policies and procedures applicable to the Cultural Facilities Corporation and the ACT Public Service Code of Ethics. To access these and other important documents relating to your employment please use the following link

<https://www.cmtedd.act.gov.au/employment-framework/for-employees/legislation-ACT>

Acceptance of Offer of Employment

To accept this offer of employment, you must indicate your acceptance by signing in the relevant section of Attachment 1. Please return one copy of Attachment 1, Acceptance of Appointment, within seven days of the date of this letter to:

Human Resources Adviser
Cultural Facilities Corporation
PO Box 939, Civic Square
Canberra ACT 2608

or via email to: trudy.collins@act.gov.au

Probation

You will be required to undertake a three-month period of probation, which will commence from the date your appointment takes effect. During this time your supervisor will complete a probation report after your first and second months of work. Supervisors are required to comment on work performance, general behaviour and attendance. These reports include recommendations about whether probation should continue or be extended, or whether appointment should be confirmed or terminated.

Superannuation

You may choose the superannuation fund of your choice by completing the Super standard choice form. Where no selection is made, CFC may request your 'stapled' super fund details from the ATO. If the ATO advise that they don't have a stapled super fund, CFC will select the default superannuation fund for the ACT Government, First State Super. Superannuation payments are made under the provisions found at D.7 of our enterprise agreement, currently the superannuation guarantee of 10.00% plus an additional contribution of 1.5%. Employer contributions in this case will be 11.5%. A further employer contribution of 1% will be made for employees who make extra employee contributions of 3% or more.

If you are already a member of the CSS, PSS or PSSaP funds, you may remain a member in which case the above superannuation guarantee and additional contributions do not apply.

Please feel free to discuss these options with the Human Resources Adviser if you are unsure of anything.

If you have any queries relating to the above, please feel free to call Trudy Collins on ph 6207 3963.

Yours sincerely,

Gordon Ramsay
Chief Executive Officer
Cultural Facilities Corporation

ATTACHMENT 1

ACCEPTANCE OF APPOINTMENT

PERSONAL DETAILS

Surname

First Name

Date of Birth

AGS number

EMPLOYMENT DETAILS

Senior Officer Grade A

Group

CORPORATE

Branch

Position Number

1118 (Position Description attached)

Hours per fortnight

73.5

Probation

3 MONTHS

Commencement Date

14/2/2022

SALARY DETAILS

Commencing salary

	\$155,107
--	-----------

Salary range full time

minimum

\$155,107

maximum

\$155,107

I understand and accept the offer of permanent appointment under the provisions of the Public Sector Management Act 1994 and this attachment. I am aware of the conditions and pre-employment requirements for appointment to ACT Public Service and am aware that I will need to complete all requirements prior to being appointed. I further understand that my appointment will only be confirmed after successful completion of the probation period.

Signed

--

Date

--

CONSENT TO OBTAIN PERSONAL INFORMATION FORM

A police records check is arranged for all prospective permanent appointees, fixed-term, temporary and casual employees of the Cultural Facilities Corporation (CFC). You are required to complete the Consent to Obtain Personal Information form and return it to Human Resources with all other documentation. The consent provided to the Australian Federal Police will provide CFC with a Police Certificate. The information provided on the Police Certificate will be taken into account to determine whether you are a fit and proper person for public service appointment, as defined in Section 9 of the *Public Sector Management Act 1994*.

Information within the Police Certificate will be treated with confidentiality in accordance with the *Privacy Act 1988*.

From: [Collins, Trudy](#)
To: [REDACTED]
Cc: [Ramsay, Gordon](#); [Tidy, Ian](#)
Subject: RE: Letter Of offer
Date: Thursday, 27 January 2022 2:06:08 PM
Attachments: [image001.jpg](#)

OFFICIAL

Dear [REDACTED]

Welcome to CFC. Looking forward to meeting you.

Yes you are able to transfer your leave and continue in the [REDACTED].

It may best for someone in your HR area to contact me regarding your details for transfer.

I will email you all the necessary employment forms to set you up in our payroll system

Regards, Trudy

Trudy Collins | HR Adviser

t 6207 3963 | **f** 02 6207 3973 | **e** trudy.collins@act.gov.au

[CULTURAL FACILITIES CORPORATION](#)

Civic Square Canberra City | PO Box 939 Civic Square ACT 2608

[CANBERRA THEATRE CENTRE](#) · [CANBERRA MUSEUM + GALLERY](#) · [NOLAN COLLECTION](#)

[LANYON HOMESTEAD](#) · [CALTHORPES' HOUSE](#) · [MUGGA-MUGGA](#)

[FACEBOOK](#) | [TWITTER](#) | [YOUTUBE](#)

CAMG-HP-CTC-ACTGOV_combo



From: [REDACTED]
Sent: Thursday, 27 January 2022 1:51 PM
To: Collins, Trudy <Trudy.Collins@act.gov.au>
Cc: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>; Tidy, Ian <Ian.Tidy@act.gov.au>
Subject: Re: Letter Of offer

CAUTION: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Trudy

I am delighted to accept the offer and have attached the signed form.

If it's relevant, I'm an ongoing [REDACTED].
And I'm not sure but is my leave portable in this scenario?

Looking forward to joining the CFC team.
kind regards
[REDACTED]

On Thu, 27 Jan 2022 at 12:00 pm, Collins, Trudy <Trudy.Collins@act.gov.au> wrote:

UNOFFICIAL

Dear [REDACTED]

Further to your verbal offer of employment from Mr Gordon Ramsay.

Please find attached Letter of Offer and Position Description for PN 1118, Chief of Staff.

Could you please sign your acceptance of the offer and return via email to me.

Regards

Trudy Collins | HR Adviser

t 6207 3963 | f 02 6207 3973 | e trudy.collins@act.gov.au

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From: [REDACTED]
To: [Ramsay, Gordon](#); [REDACTED]
Subject: Re: Request for Referee report
Date: Thursday, 27 January 2022 3:24:15 PM
Attachments: [image001.jpg](#)

Thanks, Gordon, for sharing this reference.

This is an exceptional reference and confirms my view, already expressed to you, that this is a fine appointment which, in the hopefully unlikely event that it could be the subject of adverse comment, is entirely justifiable as being a very impressive and appropriate appointment made after a rigorous, competitive and transparent process.

Warmest regards

Richard

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Sent: Thursday, 27 January 2022 14:03
To: Justice Refshauge [REDACTED]; Helen O'Neil
[REDACTED]
Subject: FW: Request for Referee report

Dear Richard and Helen

For your information (and sense of comfort regarding the panel's decision!) please find attached the Referee Report provided for [REDACTED] by [REDACTED].

[REDACTED] has now agreed to the offer of employment and will be commencing on Monday 14 February.

I will email to the Board and Senior Management team once I have provided the information of the appointment to the Minister's office, either this afternoon or tomorrow morning

Warmest regards
Gordon

From: [REDACTED]
Sent: Tuesday, 25 January 2022 9:42 PM
To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Subject: RE: Request for Referee report

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Dear Gordon

Please see the attached, cleared by [REDACTED]

Regards [REDACTED]

From: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>

Sent: Tuesday, 25 January 2022 5:18 PM

To: [REDACTED]

Subject: Request for Referee report

Dear [REDACTED]

Thank you so much for agreeing to provide a referee report for [REDACTED] regarding [REDACTED] application for the position of Chief of Staff

As requested, please find attached the PD and the Referee report which has the selection criteria included

I am most delighted either to speak with you (sometime after 6pm this evening, or tomorrow) or alternatively, for you to complete the written report and return it. Either is fine and depends on your preference

Many thanks again

Gordon



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From: [REDACTED]
To: [REDACTED]; [Ramsay, Gordon](#)
Cc: [REDACTED]; [Budd, Alex](#); [Schmidt, Sarah](#); [Wong, Anna](#); [Tidy, Ian](#); [Wallace, Maria \(CFC\)](#)
Subject: Re: Appointment of CFC Chief of Staff
Date: Thursday, 27 January 2022 8:45:11 PM

Dear All

Thanks to Genevieve both for assisting with the appointment process and with summing up so accurately the outcome.

I entirely agree with her sentiments and have already sent my warmest welcome to [REDACTED]

Warmest regards

Richard

From: Genevieve Jacobs [REDACTED]
Sent: Thursday, 27 January 2022 18:23
To: Ramsay, Gordon <Gordon.Ramsay@act.gov.au>
Cc: Justice Refshauge [REDACTED]; Helen O'Neil [REDACTED]; Vicky Darling [REDACTED]; Shad Sears (AU) [REDACTED]; Budd, Alex <Alex.Budd@act.gov.au>; Schmidt, Sarah <Sarah.Schmidt@act.gov.au>; Wong, Anna <Anna.Wong@act.gov.au>; Tidy, Ian <Ian.Tidy@act.gov.au>; Wallace, Maria (CFC) <Maria.Wallace@act.gov.au>
Subject: Re: Appointment of CFC Chief of Staff

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Dear Gordon,

I'm very pleased at this outcome and glad to know that [REDACTED] has accepted the offer.

We interviewed two strong candidates with quite different skill sets, but [REDACTED]

[REDACTED] and in particular the work [REDACTED] made [REDACTED] an exceptional candidate.

Regards
Genevieve

Sent from my iPhone

> On 27 Jan 2022, at 3:22 pm, Ramsay, Gordon <Gordon.Ramsay@act.gov.au> wrote:
>
> Dear members of the Board and Senior Management teams
> I am delighted to let you know of the appointment of [REDACTED] as the new Chief of Staff to the Cultural Facilities Corporation.
>
> [REDACTED]

[REDACTED]

>
> [REDACTED]

>
> [REDACTED]

> My deep appreciation to Genevieve Jacobs and Ian Tidy for their work on the Selection Panel.

> [REDACTED] will be joining the CFC team on Monday 14 February.

> I know that you will keenly welcome [REDACTED] when [REDACTED] starts with us.

> Warmest regards

> Gordon

> [cid:image001.jpg@01D81389.A9DC3D20]

> -----
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> -----
> <winmail.dat>

From: [Collins, Trudy](#)
To: [Marshall, Ben](#)
Subject: FW: PN 1118 Chief of Staff
Date: Thursday, 8 September 2022 10:44:34 AM
Attachments: [image001.jpg](#)

OFFICIAL

From: Collins, Trudy
Sent: Thursday, 27 January 2022 2:58 PM
To: [REDACTED]
Subject: PN 1118 Chief of Staff

OFFICIAL

Dear [REDACTED]

Thank you for your application for the above-mentioned position with our organisation.

I wish to advise, that on this occasion you have not been selected for interview.

Throughout the recruitment process, the Cultural Facilities Corporation strives to assess all applications in a manner that recognises the expertise and competencies presented by each candidate. This enables us to determine the best match for our needs, at this time.

I would like to encourage you to continue to consider the Corporation as a prospective employer and look forward to your application for any future opportunities we have to offer.

Once again, thank you for the time and commitment in preparing your application and I wish you well in furthering your career.

Yours sincerely,

Trudy Collins
Human Resources Adviser

Trudy Collins | HR Adviser
t 6207 3963 | f 02 6207 3973 | e trudy.collins@act.gov.au

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From: [Collins, Trudy](#)
To: [Marshall, Ben](#)
Subject: FW: PN 1118 Chief of Staff
Date: Thursday, 8 September 2022 10:44:46 AM
Attachments: [image001.jpg](#)

OFFICIAL

From: Collins, Trudy
Sent: Thursday, 27 January 2022 2:56 PM
To: [REDACTED]
Subject: PN 1118 Chief of Staff

OFFICIAL

Dear [REDACTED]

Thank you for your application for the above-mentioned position with our organisation.

I wish to advise, that on this occasion you have not been selected for interview.

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Yours sincerely,

Trudy Collins
Human Resources Adviser

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From: [Collins, Trudy](#)
To: [Marshall, Ben](#)
Subject: FW: PN 1118 Chief of Staff
Date: Thursday, 8 September 2022 10:44:58 AM
Attachments: [image001.jpg](#)

OFFICIAL

From: Collins, Trudy
Sent: Thursday, 27 January 2022 2:54 PM
To: [REDACTED]
Subject: PN 1118 Chief of Staff

OFFICIAL

Dear [REDACTED]

Thank you for your application for the above-mentioned position with our organisation.

I wish to advise, that on this occasion you have not been selected for interview.

Throughout the recruitment process, the Cultural Facilities Corporation strives to assess all applications in a manner that recognises the expertise and competencies presented by each candidate. This enables us to determine the best match for our needs, at this time.

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Yours sincerely,

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Human Resources Adviser

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From: [Collins, Trudy](#)
To: [Marshall, Ben](#)
Subject: FW: PN 1118 Chief of Staff [SEC=OFFICIAL]
Date: Thursday, 8 September 2022 10:35:45 AM
Attachments: [image001.jpg](#)

Hi Ben

I found this one

Regards, Trudy

From: [REDACTED]
Sent: Thursday, 27 January 2022 3:19 PM
To: Collins, Trudy <Trudy.Collins@act.gov.au>
Subject: RE: PN 1118 Chief of Staff [SEC=OFFICIAL]

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Thanks for letting me know Trudy.

Have a great day!

[REDACTED]

OFFICIAL

From: Collins, Trudy [<mailto:Trudy.Collins@act.gov.au>]
Sent: Thursday, 27 January 2022 3:01 PM
To: [REDACTED]
Subject: PN 1118 Chief of Staff

OFFICIAL

Dear [REDACTED]

Thank you for your application for the above-mentioned position with our organisation.

I wish to advise, that on this occasion you have not been selected for interview.

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From: [Collins, Trudy](#)
To: [Marshall, Ben](#)
Subject: FW: PN 1118 Chief of Staff
Date: Thursday, 8 September 2022 10:44:23 AM
Attachments: [image001.jpg](#)

OFFICIAL

From: Collins, Trudy
Sent: Thursday, 27 January 2022 2:59 PM
To: [REDACTED]
Subject: PN 1118 Chief of Staff

OFFICIAL

Dear [REDACTED]

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