

Archived: Thursday, 16 April 2020 10:39:33 AM

From: s22

Sent: Tue, 9 Apr 2019 14:22:32 +1000**From:** "s22" **To:** "Loizides, Bill" **CC:** "s22" **Subject:** Request to fill Vacant STMO Position Lindfield. [SEC=UNCLASSIFIED]Thread

To:

Cc:

Subject: 1. Request to fill Vacant STMO Position Lindfield. [SEC=UNCLASSIFIED]

Sensitivity: Normal

Attachments:

20190409 Request to fill TMS Vacancy - STMO Lindfield V2.docx; 20190409 Request to fill TMS Vacancy - STMO Lindfield.docx;

Bill,

As discussed, please refer to the two attached documents. Namely, request to fill Vacant STMO Position Lindfield.

The additional information in the second document is for your consideration for inclusion.

Your feedback appreciated.

Regards,

s22.

s22

Manager, Trade Measurement Services
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute

P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
33 Kingtel Place
Geebung QLD 4034 Australia
ABN 74 599 608 295

National Measurement Institute | www.measurement.gov.au



Australian Government
Department of Industry,
Innovation and Science

National
Measurement
Institute



The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.

UNCLASSIFIED

MINUTE

National Measurement Institute

9 April 2019

To: Dr Bruce Warrington
Chief Executive Officer and Chief Metrologist

Through: Bill Loizides
General Manager, Legal Metrology Branch

From: s22
Manager, Trade Measurement Services

Re: Request to advertise and fill the following Trade Measurement Services' vacancy within the Legal Metrology Branch:

- Senior Trade Measurement Officer, Lindfield

For Actioning

Request:

It is requested that you approve the following staffing submission.

Namely, advertising and filling of the vacant Trade Measurement Services (TMS) position:

- Senior Trade Measurement Officer, Lindfield (Central-East Region).

Background

s22

As a result, the STMO position at Lindfield has been identified to remain in the new structure as playing a major role in the rebuilding of the staffing levels based in Sydney.

s22

s22

The position has been relieved in since 16 October 2017 creating uncertainty across TMS for the future of the STMO role not only at Lindfield but nationally.

The STMO position is in the Trade Measurement Stream detailed in the Department of Industry, Innovation and Science Enterprise Agreement 2016-2019 as APS Classification '6'/NMI Designation 'STMO'.

The position plays an important role in planning, co-ordinating and implementing activities in line with the Region's trade measurement operational plans and National Programs, undertaking a broad range of high level trade measurement functions, with minimal supervision and direction, reporting to the Assistant Regional Manager.

This position is specialised and, given the mandatory qualification requirements, it is highly unlikely that suitable external applicants will apply. Applicants will be sought through the normal process (APS vacancies register with no additional external advertisements). It is envisaged a current trade measurement officer will be successful in this promotional opportunity. No backfilling will result when this position is filled on an ongoing basis.

It is crucial that this vacant position is filled for sustainability of TMS's ability to provide its range of compliance and enforcement programs now and into the future.

It is requested that the above detailed position is approved for advertising as a 'Full Time Employee' position.

Funding

The STMO position detailed in this Minute is included in NMI's 2018-19 budget as an ongoing position.

Recommendation

It is recommended that you approve the advertising and subsequent filling of the vacant TMS position as detailed in this Minute.

Namely:

- Senior Trade Measurement Officer, Lindfield (Central-East Region).

s22

s22

Manager
Trade Measurement Services

DELEGATE'S ACTION

Position requested for advertising and subsequent filling.

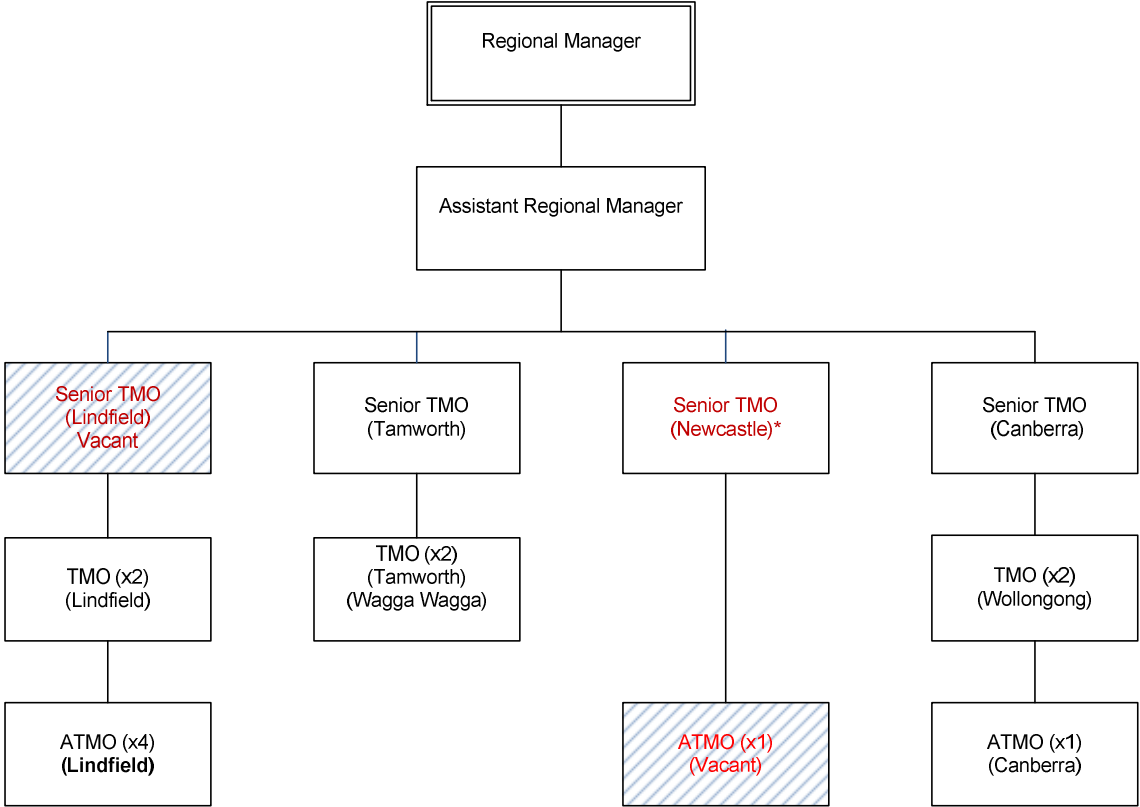
- Senior Trade Measurement Officer, Lindfield (Central-East Region).

Approved / Not Approved

Dr Bruce Warrington
A/Chief Executive Officer

Date: /04/2019

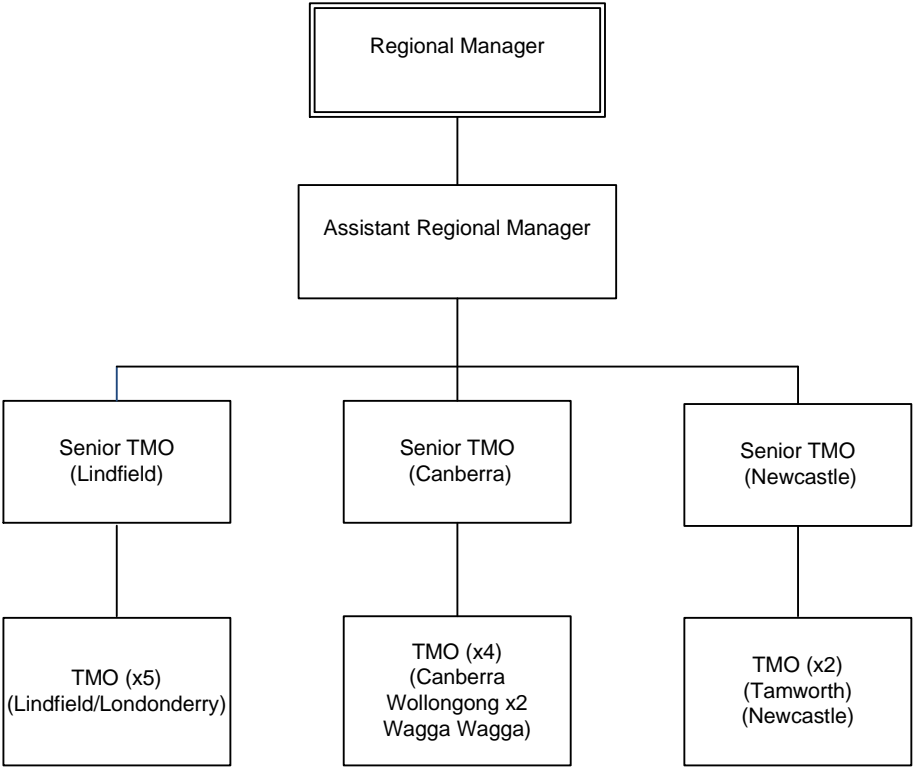
Current Central-East Region



Total FTE Staffing: 13.6 ASL: 16

* Long Term Leave

Draft Projection
Central-East Region
(Subject to approval)



Total ASL: 16

MINUTE

National Measurement Institute

9 April 2019

To: Dr Bruce Warrington
Chief Executive Officer and Chief Metrologist

Through: Bill Loizides
General Manager, Legal Metrology Branch

From: s22
Manager, Trade Measurement Services

Re: Request to advertise and fill the following Trade Measurement Services' vacancy within the Legal Metrology Branch:

- Senior Trade Measurement Officer, Lindfield

For Actioning

Request:

It is requested that you approve the following staffing submission.

Namely, advertising and filling of the vacant Trade Measurement Services (TMS) position:

- Senior Trade Measurement Officer, Lindfield (Central-East Region).

Background

s22

The STMO position at Lindfield has been identified to remain in the new structure as playing a major role in the rebuilding of the staffing levels based in Sydney. s22

s22

The position has been relieved in since 16 October 2017 creating uncertainty across TMS for the future of the STMO role not only at Lindfield but nationally.

The STMO position is in the Trade Measurement Stream detailed in the Department of Industry, Innovation and Science Enterprise Agreement 2016-2019 as APS Classification '6'/NMI Designation 'STMO'.

The position plays an important role in planning, co-ordinating and implementing activities in line with the Region's trade measurement operational plans and National Programs, undertaking a broad range of high level trade measurement functions, with minimal supervision and direction, reporting to the Assistant Regional Manager.

This position is specialised and, given the mandatory qualification requirements, it is highly unlikely that suitable external applicants will apply. Applicants will be sought through the normal process (APS vacancies register with no additional external advertisements). It is envisaged a current trade measurement officer will be successful in this promotional opportunity. No backfilling will result when this position is filled on an ongoing basis.

It is crucial that this vacant position is filled for sustainability of TMS's ability to provide its range of compliance and enforcement programs now and into the future.

It is requested that the above detailed position is approved for advertising as a 'Full Time Employee' position.

Funding

The STMO position detailed in this Minute is included in NMI's 2018-19 budget as an ongoing position.

Recommendation

It is recommended that you approve the advertising and subsequent filling of the vacant TMS position as detailed in this Minute.

Namely:

- Senior Trade Measurement Officer, Lindfield (Central-East Region).

s22

s22

Manager
Trade Measurement Services

DELEGATE'S ACTION

Position requested for advertising and subsequent filling.

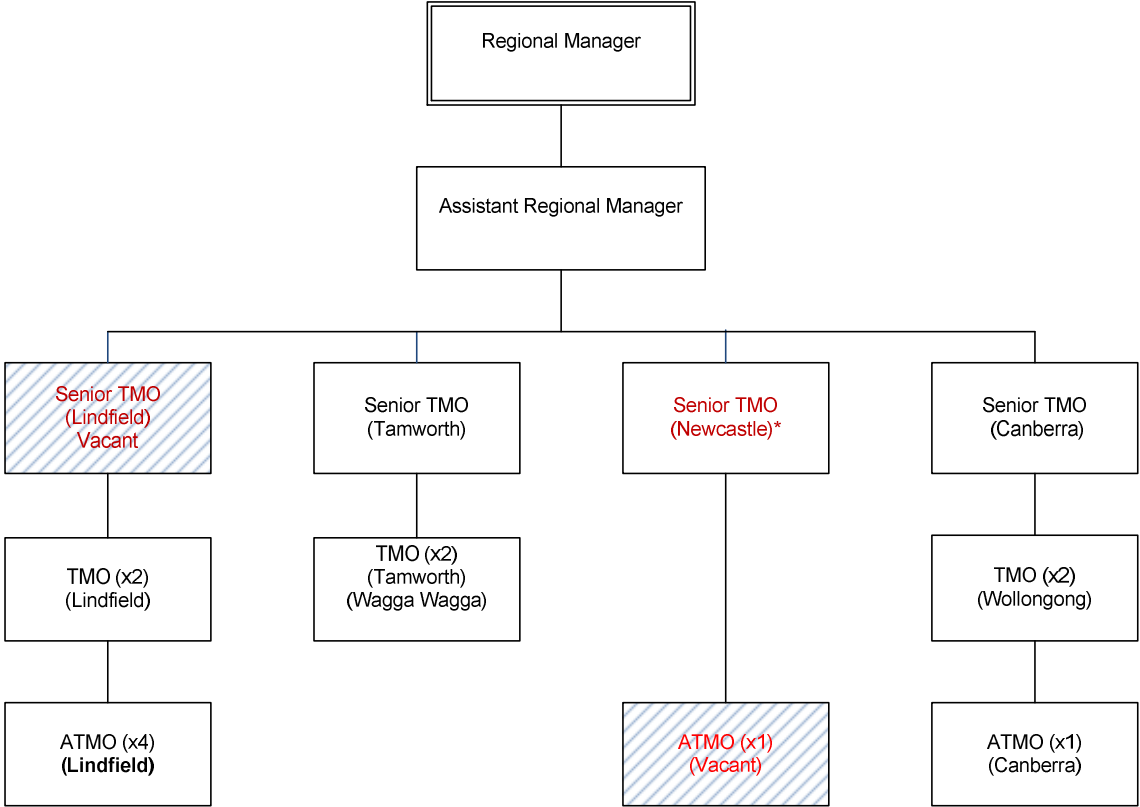
- Senior Trade Measurement Officer, Lindfield (Central-East Region).

Approved / Not Approved

Dr Bruce Warrington
A/Chief Executive Officer

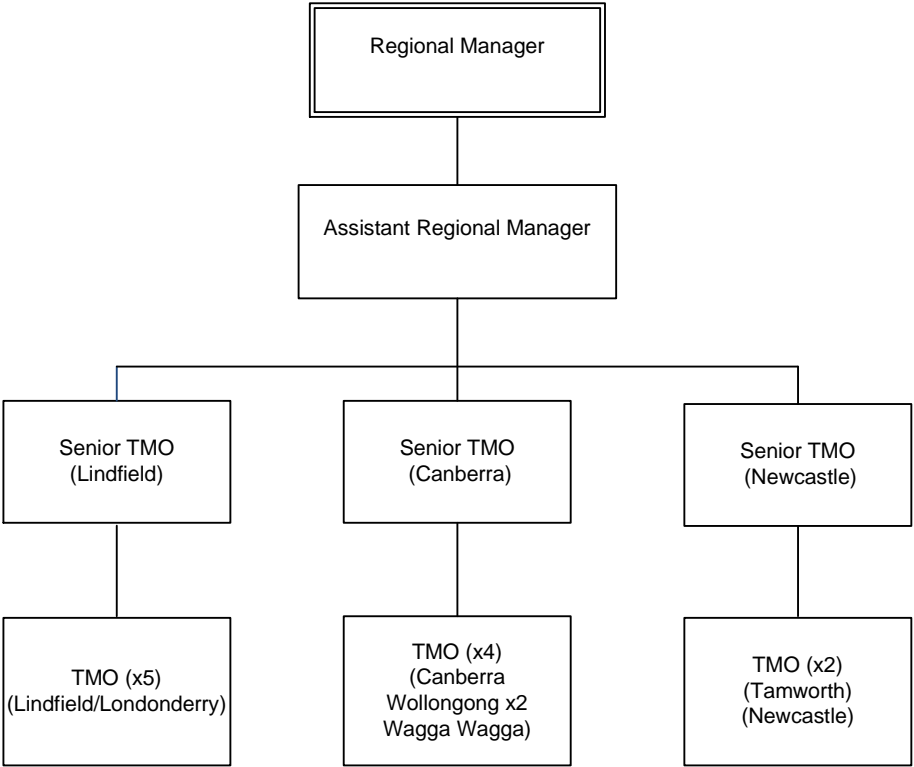
Date: /04/2019

Current Central-East Region



Total FTE Staffing: 13.6 ASL: 16
* Long Term Leave

Draft Projection
Central-East Region
(Subject to approval)



Total ASL: 16

Archived: Thursday, 16 April 2020 10:40:31 AM

From: s22

Sent: Mon, 22 Apr 2019 17:55:51 +1000**From:** "s22" **To:** "s22", "s22", "s22", "s22"
"s22" **CC:** "Loizides, Bill", "s22", "s22", "s22", "s22" **Subject:** Request to fill TMS Vacancy

To:

Cc: s22

Subject: 2. Request to fill TMS Vacancy - STMO Lindfield Final [DLM=Sensitive]

Sensitivity: Normal

Attachments:

20190409 Request to fill TMS Vacancy - STMO Lindfield Final.docx;

Colleagues,

Please note that the STMO position at Lindfield has been approved for advertising and filling.

While the delay in moving forward with filling this position has been raised by myself in our meetings this approval to proceed is a positive outcome.

I would like to acknowledge my appreciation of Bill's efforts in achieving this outcome. Bill has supported the filling of this position with a passion as he has with all other vacancies within TMS and LMB. I trust this will be filled along with the STMO for Keysborough in the shortest time possible.

s22 ,

Please progress with HR. I believe a two week advertising will be ample as the successful applicant will almost certainly be from TMS. Please note, there will be no backfilling.

In addition, please note Bruce's comment for filling the position.

Regards,

s22 .

s22

Manager, Trade Measurement Services

Trade Measurement Services

Legal Metrology Branch

National Measurement Institute

P: s22 | M: s22 | F: s22

s22 @measurement.gov.au

National Measurement Institute

33 Kingtel Place

Geebung QLD 4034 Australia

ABN 74 599 608 295

National Measurement Institute | www.measurement.gov.au



The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.

Sensitive

From: Warrington, Bruce
Sent: Thursday, 18 April 2019 2:10 PM
To: Loizides, Bill <Bill.Loizides@measurement.gov.au>
Cc: s22 <s22@measurement.gov.au>; s22 <s22@measurement.gov.au>
Subject: RE: Request to fill TMS Vacancy - STMO Lindfield Final [SEC=UNCLASSIFIED]

Hi Bill and s22,

Thank you for the minute and for carefully setting out the strategy and distribution for the STMO positions. I am happy to approve filling the Lindfield STMO position as set out in the minute.

Thanks,
Bruce

UNCLASSIFIED

From: Loizides, Bill
Sent: Wednesday, 10 April 2019 9:39 AM
To: Warrington, Bruce <Bruce.Warrington@measurement.gov.au>
Cc: s22 <s22@measurement.gov.au>
Subject: FW: Request to fill TMS Vacancy - STMO Lindfield Final [SEC=UNCLASSIFIED]

Dear Bruce

Please find a request from TMS, for your approval, regarding the filling of the Senior Trade Measurement Officer role in Lindfield.

I support the request

Bill

Bill Loizides
General Manager
Legal Metrology
National Measurement Institute
P: +61 8 7002 1124 | M: s22 | F: +61 8 7002 1198
Bill.Loizides@measurement.gov.au

National Measurement Institute
22-24 Furness Avenue
EDWARDSTOWN SA 5039
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295



**National
Measurement
Institute**



The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.

The information contained in this e-mail, and any attachments to it, is intended for the use of the addressee and is confidential. If you are not the intended recipient you must not use, disclose, read, forward, copy or retain any of the information. If you received this e-mail in error, please delete it and notify the sender by return e-mail or telephone.

The Commonwealth does not warrant that any attachments are free from viruses or any other defects. You assume all liability for any loss, damage or other consequences which may arise from opening or using the attachments.

The security of emails transmitted in an unencrypted environment cannot be guaranteed. By forwarding or replying to this email, you acknowledge and accept these risks.

UNCLASSIFIED

From: s22
Sent: Tuesday, 9 April 2019 2:31 PM
To: Loizides, Bill <Bill.Loizides@measurement.gov.au>
Subject: Request to fill TMS Vacancy - STMO Lindfield Final [SEC=UNCLASSIFIED]

Bill,

Amended as discussed.

Regards,

s22

s22

Manager, Trade Measurement Services
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute

P: s22 | M: s22 | F: s22
s22 @measurement.gov.au



The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.

UNCLASSIFIED

MINUTE

National Measurement Institute

9 April 2019

To: Dr Bruce Warrington
A/Chief Executive Officer

Through: Bill Loizides
General Manager, Legal Metrology Branch

From: s22
Manager, Trade Measurement Services

Re: Request to advertise and fill the following Trade Measurement Services' vacancy within the Legal Metrology Branch:

- Senior Trade Measurement Officer, Lindfield

For Actioning

Request:

It is requested that you approve the following staffing submission.

Namely, advertising and filling of the vacant Trade Measurement Services (TMS) position:

- Senior Trade Measurement Officer, Lindfield (Central-East Region).

Note: *This position will be filled internally from within TMS due to the specialist requirements of the position. No backfilling will result following the filling if this position is filled from a current TMO position.*

Background

s22

As a result, the STMO position at Lindfield has been identified to remain in the new structure as playing a major role in the rebuilding of the staffing levels based in Sydney.

s22

The position has been relieved in since 16 October 2017 creating uncertainty across TMS for the future of the STMO role not only at Lindfield but nationally.

The STMO position is in the Trade Measurement Stream detailed in the Department of Industry, Innovation and Science Enterprise Agreement 2016-2019 as APS Classification '6'/NMI Designation 'STMO'.

The position plays an important role in planning, co-ordinating and implementing activities in line with the Region's trade measurement operational plans and National Programs, undertaking a broad range of high level trade measurement functions, with minimal supervision and direction, reporting to the Assistant Regional Manager.

This position is specialised and, given the mandatory qualification requirements, it is highly unlikely that suitable external applicants will apply. Applicants will be sought through the normal process (APS vacancies register with no additional external advertisements). It is envisaged a current trade measurement officer will be successful in this promotional opportunity. No backfilling will result when this position is filled on an ongoing basis.

It is crucial that this vacant position is filled for sustainability of TMS's ability to provide its range of compliance and enforcement programs now and into the future.

It is requested that the above detailed position is approved for advertising as a 'Full Time Employee' position.

Funding

The STMO position detailed in this Minute is included in NMI's 2018-19 budget as an ongoing position.

Recommendation

It is recommended that you approve the advertising and subsequent filling of the vacant TMS position as detailed in this Minute.

Namely:

- Senior Trade Measurement Officer, Lindfield (Central-East Region).

s22

s22

Manager

Trade Measurement Services

DELEGATE'S ACTION

Position requested for advertising and subsequent filling.

- Senior Trade Measurement Officer, Lindfield (Central-East Region).

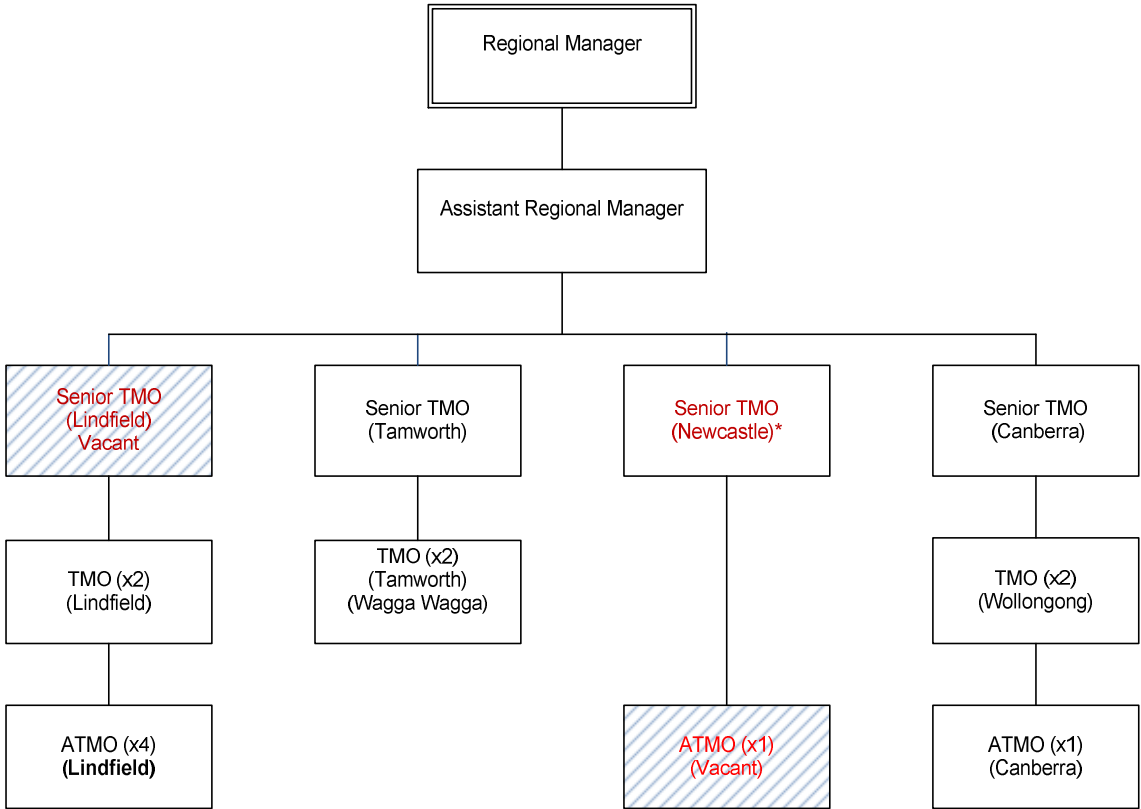
Approved / Not Approved

Dr Bruce Warrington

A/Chief Executive Officer

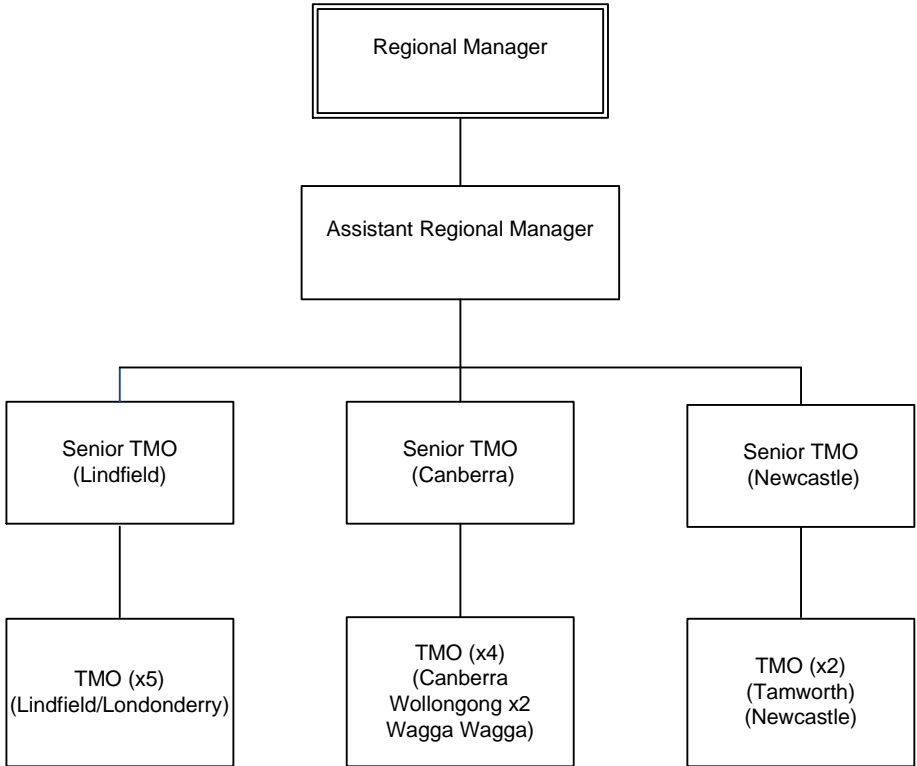
Date: /04/2019

Current Central-East Region



Total FTE Staffing: 13.6 ASL: 16
* Long Term Leave

Draft Projection
Central-East Region
(Subject to approval)



Total ASL: 16

Archived: Thursday, 16 April 2020 10:40:38 AM

From: recruitment@industry.gov.au

Sent: Fri, 26 Apr 2019 08:40:35

To: s22

Subject: 3. Your Recruitment Update - Job allocated to Recruitment

Sensitivity: Normal

Your Recruitment update

Status: Your Job has been allocated to Recruitment for Action.

Senior Trade Measurement Officer, Lindfield - National Measurement Institute (Vacancy Number 503026)

A Recruitment Consultant will contact you within two working days to discuss next steps (if required).

Kind Regards,

Recruitment and Redeployment
Department of Industry, Innovation and Science



intended recipient, please contact [Recruitment](#)

[My HR](#) | [Login to Recruitment Administration \(PageUp\)](#)

Archived: Thursday, 16 April 2020 10:38:40 AM

From:
Sent: Tue, 7 May 2019 09:29:27
To:
Subject: 4. Your Recruitment Update - Job allocated to Recruitment [DLM=For-Official-Use-Only]
Sensitivity: Normal

Good morning s22 ,

The Senior Trade Measurement Officer, Lindfield - National Measurement Institute (job ref: 503026) job is currently being advertised, closing on 16 May 2019.

So far, one applicant has commenced their application – with no applications yet completed.

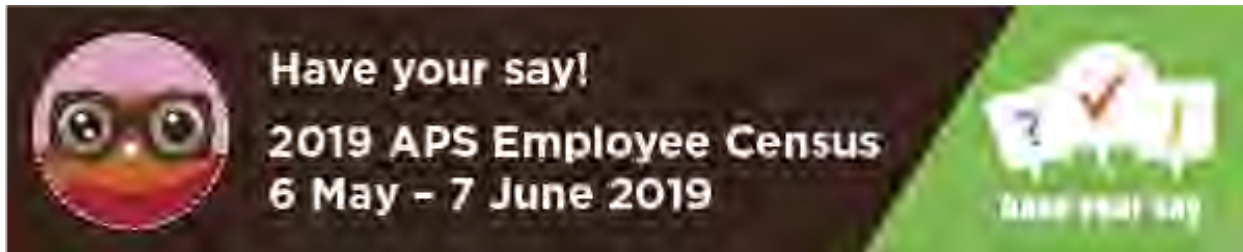
Should you have any further questions, please do not hesitate to contact Recruitment team at recruitment@industry.gov.au or (02) 6276 1235.


Warm regards,

s22

Recruitment Consultant
People Policy and Recruitment
Corporate Network
s22 | s22 [@industry.gov.au](mailto:s22@industry.gov.au)

Department of Industry, Innovation and Science | www.industry.gov.au



 The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past, present and emerging

For Official Use Only

From: s22 [mailto:s22@measurement.gov.au]
Sent: Friday, 3 May 2019 9:43 AM
To: Recruitment <Recruitment@industry.gov.au>
Subject: RE: Your Recruitment Update - Job allocated to Recruitment [DLM=For-Official-Use-Only]

Colleagues, do we have an update on progress for this?

Thanks,
s22

For Official Use Only

From: recruitment@industry.gov.au [<mailto:recruitment-771@mail.pageuppeople.com>]

Sent: Friday, 26 April 2019 8:40 AM

To: s22 <s22@measurement.gov.au>

Subject: Your Recruitment Update - Job allocated to Recruitment

Your Recruitment update

Status: Your Job has been allocated to Recruitment for Action.

Senior Trade Measurement Officer, Lindfield - National Measurement Institute (Vacancy Number 503026)

A Recruitment Consultant will contact you within two working days to discuss next steps (if required).

Kind Regards,

**Recruitment and Redeployment
Department of Industry, Innovation and Science**



This email has been automatically generated by the PageUp system, if you are not the intended recipient, please contact [Recruitment](#)

[My HR](#) | [Login to Recruitment Administration \(PageUp\)](#)



Australian Government
Department of Industry,
Innovation and Science

**National
Measurement
Institute**

Regional Team Meeting

Minutes

Date: 07/05/2019	Time: 11:30AM	Location: B20E and VC
Prepared by: s22		
Attendees: s22 – Chair, s22 – Secretariat, s22), s22 , s22 s22 s22 , s22 , s22 , s22 , s22 s22 , s22 , s22 , s22 , s22 Invitees: s22 , s22		
Documents circulated and tabled: 2019-20 TMS Program Summary Priorities, MRM Form – Working Alone or in a Remote Location, TMS-Structure-The Way Ahead		

Agenda Item	Description
1	WELCOME AND APOLOGIES (s2) <ul style="list-style-type: none">The Chair opened the meeting at 11:30AM, welcoming the attendees.
s22	
s22	



s22

s22

- The STMO position at Lindfield is being publicly advertised until 16 May 2019. s2 chairs the decision panel and the position should be filled by 30 June 2019.



Australian Government
Department of Industry,
Innovation and Science

**National
Measurement
Institute**

Regional Team Meeting

s22



Australian Government
Department of Industry,
Innovation and Science

**National
Measurement
Institute**

Regional Team Meeting

s22



Australian Government
Department of Industry,
Innovation and Science

**National
Measurement
Institute**

Regional Team Meeting

s22



Australian Government
Department of Industry,
Innovation and Science

**National
Measurement
Institute**

Regional Team Meeting

s22

The meeting concluded at 12:50PM.

**The minutes are intended to capture key discussion points and all actions and outcomes agreed by committee members.*

Archived: Thursday, 16 April 2020 10:38:47 AM

From:

Sent: Wed, 8 May 2019 11:22:28

To:

Subject: 6: Recruitment activity, National Measurement Institute [DLM=For-Official-Use-Only]

Sensitivity: Normal

Good morning s22 ,

This has now been actioned, please let me know if there is anything else that I can do for you.

Warm regards,

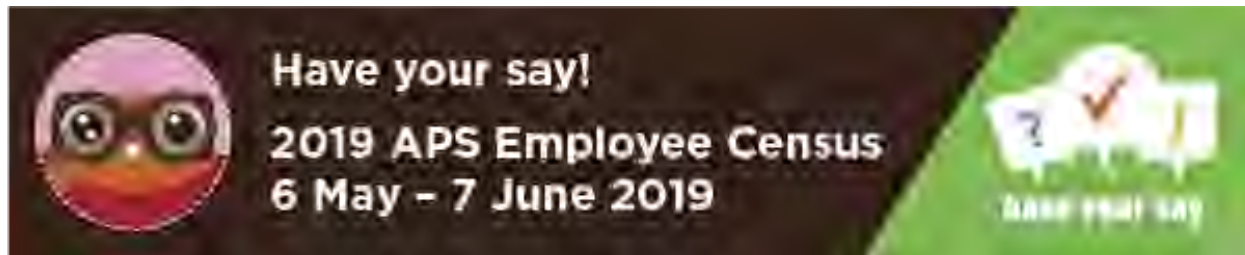
s22


Recruitment Consultant
People Policy and Recruitment

Corporate Network

s22 | s22 @industry.gov.au

Department of Industry, Innovation and Science | www.industry.gov.au



 The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past, present and emerging

For Official Use Only

From: s22 [mailto:s22 @measurement.gov.au]

Sent: Tuesday, 7 May 2019 10:27 PM

To: Recruitment <Recruitment@industry.gov.au>

Subject: Re: Recruitment activity, National Measurement Institute [DLM=For-Official-Use-Only]

For Official Use Only

Hi s22 ,

I do think it appropriate to extend as suggested to Sunday 19 May 2019, please extend. We would normally send an email out internally to the branch on the first day of advertising which only went out today so extension covers lost days.

Thanks,

s22

For Official Use Only

From: "Recruitment Industry" <recruitment@industry.gov.au>
Date: Tuesday, May 7, 2019 at 2:14:19 PM
To: "s22" <s22@measurement.gov.au>
Cc: "Recruitment Industry" <recruitment@industry.gov.au>
Subject: Recruitment activity, National Measurement Institute [DLM=For-Official-Use-Only]

Good afternoon s22 ,

Thank you for your time on the phone to discuss the experiences that you have recently had with recent Recruitment processes. I can appreciate how frustrated this has been, and will be following up to understand where the communication regarding the ICT access and equipment for your new starters fell over.

The Senior Trade Measurement Officer, National Measurement Institute, Linfield (job reference: 503026) role was advertised on Thursday 2 May 2019, and can be found:

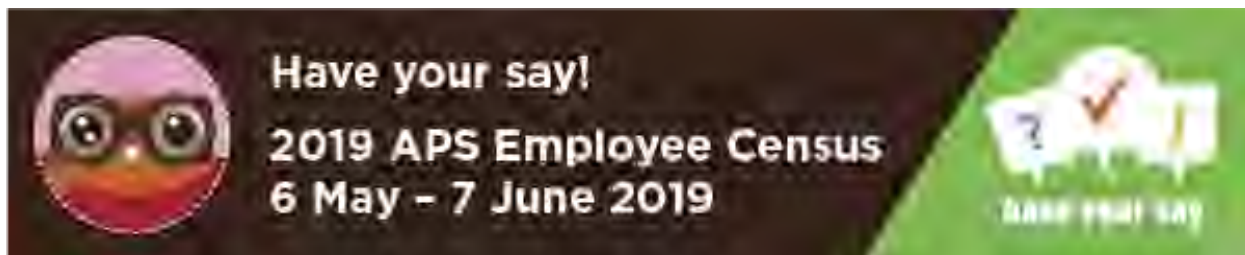
- [Current Vacancies page](#)
- [APSjobs](#).


Given the time that internal applicants have lost, I would be happy to extend the duration of advertisement out until Sunday 19 May 2019, should you think it appropriate.

If you should you have any further questions, please do not hesitate to contact Recruitment team at recruitment@industry.gov.au or (02) 6276 1235.

Warm regards,

s22
Recruitment Consultant
People Policy and Recruitment
Corporate Network
s22 | s22 [@industry.gov.au](mailto:s22@industry.gov.au)
Department of Industry, Innovation and Science | www.industry.gov.au



 The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past, present and emerging

For Official Use Only

Archived: Thursday, 16 April 2020 10:38:27 AM

From: s22

Sent: Wed, 12 Jun 2019 10:08:34 +1000**From:** "s22" **To:** NMI

To: [NMI - Legal Metrology Branch - All Staff](#)

Subject: 7. Senior Trade Measurement Officer - Lindfield [DLM=For-Official-Use-Only]

Sensitivity: Normal

Colleagues,

Following the recent advertisement of the Senior Trade Measurement Officer position in Lindfield, it is my pleasure to announce the appointment of s22 as the successful applicant. Please join me in congratulating s22 .

I would like to thank all the applicants who applied for this position.

Regards,

s22

A/Regional Manager, Central-East

Trade Measurement Services

Legal Metrology Branch

National Measurement Institute

P: s22 **| M:** s22 **| F:** s22

s22 [@measurement.gov.au](mailto:s22@measurement.gov.au)

National Measurement Institute

36 Bradfield Road, West Lindfield NSW 2070

GPO Box 2013 Canberra ACT 2601

ABN 74 599 608 295

For Official Use Only

Archived: Thursday, 16 April 2020 10:38:35 AM

From: s22

Sent: Tue, 7 May 2019 15:15:15 +1000From: "s22" To: NMI

To: [NMI - Legal Metrology Branch - All Staff](#)

Subject: 8. STMO Position, Lindfield [DLM=For-Official-Use-Only]

Sensitivity: Normal

Colleagues, I have just been advised today by recruitment that the Senior Trade Measurement Officer, Lindfield role was advertised on Thursday 2 May 2019, and can be found:

- [Current Vacancies page](#)
- [APSjobs](#).

The advertisement closes 16 May 2019.

Thanks,
s22

s22

**Regional Manager Central-East Region
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute**

P: s22 | M: s22 | F: s22
s22 [@measurement.gov.au](mailto:s22@measurement.gov.au)

National Measurement Institute
36 Bradfield Rd, Lindfield
NSW 2070, Australia
ABN 74 599 608 295

National Measurement Institute | www.measurement.gov.au



**National
Measurement
Institute**

For Official Use Only

Archived: Thursday, 16 April 2020 10:38:36 AM

From: s22

Sent: Mon, 20 May 2019 12:05:37 +1000From: "s22"

" To: "s22"

" Subject: RE: STMO panel

[SEC=UNCLASSIFIED]Thread

To: s22

Subject: 9. STMO panel [SEC=UNCLASSIFIED]

Sensitivity: Normal

Most welcome.

Name of applicant is very familiar.

UNCLASSIFIED

From: s22

Sent: Monday, 20 May 2019 11:52 AM

To: s22 <s22@measurement.gov.au>

Subject: RE: STMO panel [SEC=UNCLASSIFIED]

Thanks s22 .

Regards,

s22

Assistant Regional Manager, Central-East

Trade Measurement Services

Legal Metrology Branch

National Measurement Institute

P: s22 | M: s22 | F: s22

s22 @measurement.gov.au

National Measurement Institute

36 Bradfield Road, West Lindfield NSW 2070

GPO Box 2013 Canberra ACT 2601

ABN 74 599 608 295

UNCLASSIFIED

From: s22

Sent: Monday, 20 May 2019 11:30 AM

To: s22 <s22@measurement.gov.au>

Cc: s22 <s22@measurement.gov.au>

Subject: STMO panel [SEC=UNCLASSIFIED]

Hi s22

s22 and I have been added as panel members.

Kind regards

s22

Administration Officer

National Measurement Institute

Department of Industry, Innovation and Science

P: s22

s22 @measurement.gov.au

UNCLASSIFIED

Archived: Thursday, 16 April 2020 10:38:37 AM

From: [Recruitment](#)

Sent: Mon, 20 May 2019 08:35:52

To: 's22' [@measurement.gov.au](mailto:s22@measurement.gov.au)

Subject: 503026 Job applications closed for external advertising [DLM=For-Official-Use-Only]

Sensitivity: Normal

Attachments:

[Recruitment Selection Report Template.docx](#); [Recruitment-Referee-Report.docx](#); [What's next.pdf](#)

Dear Panel

The position of Senior Trade Measurement Officer, National Measurement Institute, Lindfield (job reference 503026), has now closed and applications are ready for your review by the convenor and panel members for this process.

Panel members who are not assigned to this job in PageUp will not be able to view the applications. Please contact the [Recruitment Team](#) to arrange access for any additional panel members if required.


To ensure candidates for our roles have a good experience, selection processes are to be finalised in a timely manner. To this end, it is important that you shortlist and conduct interviews without delay. If the process hasn't been finalised within 2 weeks, you will receive a phone call from a Recruitment Consultant to check on progress. Reducing our time to fill is an important measure in being an employer of choice and providing high quality candidate care.

The applications you can view are those that have been completed. A larger number may be displayed however this includes any applications that were withdrawn, incomplete or ineligible, these cannot be viewed.

To view the applications:

- Go to the **Recruitment portal** of [PageUp](#)
- Click the **Panel Review** link
- Click the **View Applicants** link
- Click the **name of the applicant** you would like to view
- Click the **Form** Link to view their application (example pictured below)

Applications

 Project Manager	Ready for review	No offer	Actions
8493638 AS Submitted: 29 Nov 2016 via APSJobs	Status changed 29 Nov 2016		Flags Form Resume

To save the applications or print them (Bulk Compile function):

- **Select all** from the View applications page
- Click **Bulk compile and send**
- Select **Applicant personal details, Application form, Cover Letter, Resume** and **Format for double-sided printing** from the options
- Click **Create PDF** (on the bottom of the page)
- Click **Download document**

Your document is ready to download
(Downloaded document: 0.125 kb)

The attached documents will assist you with the selection process:

- [Selection report template](#)
- [Referee Report Verbal Record template](#)
- [What's Next Checklist](#)

If you have any further queries or if you require additional information please contact the [Recruitment Team](#).

Regards

Recruitment Team

For Official Use Only



SELECTION REPORT

Job and Application Details			
Classification		Position Title	
Division		Job Ref No.	
Branch			
Section			

Panel

Convenor/Panel Chair			
Name and signature		Date	
Panel Member			
Name and signature		Date	
Panel Member			
Name and signature		Date	

Attachments

☐ Schedule of Applicants (with reasons for non-shortlisting)

☐ Referee Reports for preferred candidate(s)

SAC Recommendation

Successful Applicant/s and outcome type - i.e. engagement, transfer, promotion

•

Delegate's Decision

☐ Approved

☐ Not Approved

Name and Signature	Title	Date



Schedule of Applicants

No.	First name	Surname	Recruit ability Y/N	Shortlisted (Y/N)	For candidates not shortlisted please provide a brief reason as to why (to be completed by Selection Panel after assessing applications).
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Please insert additional rows if required.

Assessment

In assessing candidates, panels should conduct an overall assessment of the candidates' skills, experience and personal attributes giving regard to the requirements of the role. There is no requirement to make an assessment against each skill/capability.

The assessment is based on all evidence obtained during the selection process; application, interview, other assessment methods, referee checks etc to determine the relative suitability of each candidate.

Candidate Name	Assessment Comments	Overall Rating (Highly suitable/Suitable/ Requires development/Not suitable)

Please insert additional rows if required.



SAC Recommendation/s

Successful candidate	AURION position number	Proposed start date	Proposed end date (if applicable)	Salary on commencement (Refer to guide below)	Manager and contact number

Salary - Engagements/Transfers/Promotions

- Salary on engagement, transfer or promotion will generally be at the minimum pay point for that classification.
- Salary for existing APS employees, transferring into the department from another agency, will depend on their substantive salary. Recruitment will obtain a copy of their latest payslip and the contact details of their payroll area to determine commencing salary.
- Should you wish to offer above base salary, delegate (General Manager) approval is required and is normally based on the experience, qualifications and skills the employee will bring to the position.



Guide to assessing candidates

Rating	Description	Performance Indicators
Highly suitable	Applicant has exceptionally developed skills, abilities and appropriate personal qualities to perform the role to a high level.	Applicant is able to perform at a high level without direct supervision for one or more of the following reasons: <ul style="list-style-type: none"><input type="checkbox"/> Has excellent job knowledge<input type="checkbox"/> Is exceptionally reliable<input type="checkbox"/> Has shown an ability to solve problems and apply changes<input type="checkbox"/> Effectively deals with all matters relating to the position.
Suitable	Applicant has relevant skills, abilities and personal qualities to perform the role effectively.	Would require limited supervision to achieve good results because of one or more of the following reasons: <ul style="list-style-type: none"><input type="checkbox"/> Is reliable and responsible<input type="checkbox"/> Has well developed/sound job knowledge<input type="checkbox"/> Would be able to suggest and initiate improvements<input type="checkbox"/> Would be able to deal with all the routine and most of the complex matters relating to the job
Requires development	Applicant has some skills, abilities and personal qualities relevant to the role, but is limited in others. Would be able to temporarily perform the duties of the job, with close supervision, but would need further development to fully meet the required standard.	Would require close supervision to perform at an acceptable level for one or more of the following reasons: <ul style="list-style-type: none"><input type="checkbox"/> Has only basic/general job knowledge<input type="checkbox"/> Could follow directions but would require frequent checking/follow up<input type="checkbox"/> Could deal with most routine matters relating to the job<input type="checkbox"/> Work performance is inconsistent
Not suitable	Applicant is unable to demonstrate adequate skills, abilities and personal qualities in relation to the role. Would not be suitable to perform the duties of the job in relation to this capability, even on a temporary basis. OR Unable to determine whether the applicant has the required skills, capabilities and personal attributes to perform the role from the information provided.	Would not be able to perform the duties and would require constant supervision for one or more of the following reasons: <ul style="list-style-type: none"><input type="checkbox"/> Limited job knowledge<input type="checkbox"/> Makes frequent errors<input type="checkbox"/> Poor work output<input type="checkbox"/> Would have difficulty carrying responsibility or solving problems<input type="checkbox"/> Would have difficulty dealing with routine matters

Applicants who are rated as 'Requires Development' or 'Not Suitable' cannot be placed in a merit pool.

Referee Report

Those who have a legitimate interest in the outcome of the selection process may access the information provided in this report.

Applicant Details

Surname	
Given Names	

Position Details

Classification	
Position Title	

Referee Details

Name	
Classification/Title	
Department/Employer	
Division/Branch/Team/Section	
Phone Number	
Relationship to the applicant (include dates)	

Principles:

- This report is to further assess/validate candidates who have been assessed as “suitable” following interviews.
- If a referee states that they would not hire the person again, or that they have concerns about the person’s conduct or behaviour, this will override the application and interview performance and make the applicant unsuitable.
- Referee questions should be asked based on an overall summary of candidate’s performance at interview. E.g. – the candidate indicated a good track record of achieving results, is the referee able to confirm that? Or - the candidate gave a good performance at interview but their answer to the question about strategic thinking wasn’t as strong their other answers. From your experience how would you rate this person’s ability to think strategically?

Brief statement to validate the candidates claims

--

Mandatory Questions:

Have you ever had any issues with the candidates' conduct or performance? If so, how was this handled and has this been rectified?

Would you have any hesitation in employing the candidate again?

NOTE: If a referee states that they would not hire the person again, or that they have concerns about the person's conduct or behaviour, this will override the application and interview performance and make the applicant unsuitable.

Referee Assessment	Suitable <input type="checkbox"/>	Not Suitable <input type="checkbox"/>
Provide reasons why if "not suitable"		
<input type="text"/>		

YOUR VACANT POSITION HAS BEEN ADVERTISED – WHAT’S NEXT?

The department is committed to a workplace culture that builds respect, fosters inclusiveness, promotes diversity, embraces the unique skills and qualities of all our employees and is committed to attracting, recruiting and retaining people with disability.

The following information will step you through the recruitment process.

Prior to applications closing

☐ Panel meet to discuss:

- how you will be shortlisting using the knowledge, skills and attributes (KSA’S) that have been identified as critical for the role/s
- how you will shortlist and progress candidates that have declared, opted and meet minimum requirements under the [RecruitAbility Scheme](#)
- any adjustment requests that have been identified by candidates in their application
- interview questions, refer to Recruitment Policy and Guidelines for assistance
- The panel composition is usually a minimum of two members, the Convenor needs to be at least one classification above the position being filled. If you are a panel member and a referee, you must provide a reference prior to reviewing any applications.

Please also refer to the following links for advice on recruiting

- [Australian Network on Disability - Interviewing People with Disability Guide](#)

Once applications close for the vacant position:

☐ Complete the Schedule of Applicants section of the Selection Report

List all applicants and reasons of suitability/non-suitability based on essential requirements of the role.

Ensure that any applicants that have opted into the [RecruitAbility Scheme](#) are progressed to the interview stage if their application meets minimum requirements and that adjustments (if any) have been incorporated.

☐ Schedule Interviews with the shortlisted applicants (if applicable)

Check with candidates to see if any adjustments are required.

Ensure the interview room and method is accessible for applicants who have requested adjustments. For advice regarding adjustment requests please contact the [Recruitment Team](#) for assistance from an Account Manager.

☐ Conduct interviews and/or other assessment of candidates

Other assessment methods may include, work sample tests or selection being based on application and referee comments only. If you wish to discuss options, please contact the [Recruitment Team](#).

Where work sample tests, online psychometric testing or other assessments are used, applicants must be advised with sufficient time prior to the interview to ensure that reasonable adjustments (if any) are made.

☐ **Contact referees**

Referees should be contacted for the preferred applicants(s) and/or to gather more information about an applicant after the panel has completed their assessment (e.g. after interviews). Referee reports are required for preferred applicants. The Referee Report template is available on our [Recruitment Resources](#) intranet page. Please contact Recruitment if you require further guidance on conducting referee checks.

☐ **Complete Assessment and Recommendations Sections of the Selection Report**

Provide the panel's overall assessment of all shortlisted applicants and details of the preferred applicant(s), including other relevant information such as negotiated salary, start date and any adjustments that need to be made for the preferred applicant in the workplace.

☐ **Obtain delegate sign off on the recommendations and outcome(s)**

☐ **Notify internal applicants of outcome**

Notify all internal applicants of the outcome (both shortlisted and non-shortlisted) using their preferred method of communication if one has been specified.

Any applicant that successfully opted through the RecruitAbility scheme and is deemed unsuccessful through the recruitment round is eligible to receive feedback against the essential requirements of the position (should they want) via the following recruitment number (02) 6276 1235. Please note - this recruitment number is only to be provided to those under the RecruitAbility scheme.

☐ **Email the [Recruitment Team](#)**

In the email, please confirm that you have advised internal applicants of the outcome, and attach the approved Selection Report and referee report(s).

☐ **Notify your Corporate Network Finance area**

Your Corporate Network Finance area needs to be notified of all staffing changes as soon as possible.

Subsequent to the offer(s) being prepared by the Recruitment Team, it will be necessary for you to complete a survey for Security and ICT access requirements (if required). You must also inform (if applicable) the Performance and Wellbeing Team of any reasonable adjustments that need to be made in the workplace for the new starter. The formal offer(s) will be issued after the survey has been completed that provides the new starter to elaborate. That is also provided to the Performance and Wellbeing team

Assessment comments noted on the Selection Report template may be provided to candidates on request.

Archived: Thursday, 16 April 2020 10:41:03 AM

From: s22

Sent: boundary="_005_7A6C78275E2BFA428565900DE6D85E2501894C9E62PIAC1VEX02RES_"MIME

To: s22 s22

Subject: 10. STMO Interviews - Lindfield [SEC=UNCLASSIFIED]

Sensitivity: Normal

Attachments:

[Guide to assessing candidates.pdf](#); [STMO Lindfield - Interview Questions 2019.docx](#);

Hi s22 and s22 ,

Please see attached the interview questions for Wednesday's STMO interview.

Let me know if you have any suggested changes/feedback.

Regards,

s22

A/Regional Manager, Central-East

Trade Measurement Services

Legal Metrology Branch

National Measurement Institute

P: s22 | M: s22 | F: s22

s22 [@measurement.gov.au](mailto:s22@measurement.gov.au)

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

UNCLASSIFIED



Guide to assessing candidates

Rating	Description	Performance Indicators
Highly suitable	Applicant has exceptionally developed skills, abilities and appropriate personal qualities to perform the role to a high level.	Applicant is able to perform at a high level without direct supervision for one or more of the following reasons: <ul style="list-style-type: none"> <input type="checkbox"/> Has excellent job knowledge <input type="checkbox"/> Is exceptionally reliable <input type="checkbox"/> Has shown an ability to solve problems and apply changes <input type="checkbox"/> Effectively deals with all matters relating to the position.
Suitable	Applicant has relevant skills, abilities and personal qualities to perform the role effectively.	Would require limited supervision to achieve good results because of one or more of the following reasons: <ul style="list-style-type: none"> <input type="checkbox"/> Is reliable and responsible <input type="checkbox"/> Has well developed/sound job knowledge <input type="checkbox"/> Would be able to suggest and initiate improvements <input type="checkbox"/> Would be able to deal with all the routine and most of the complex matters relating to the job
Requires development	Applicant has some skills, abilities and personal qualities relevant to the role, but is limited in others. Would be able to temporarily perform the duties of the job, with close supervision, but would need further development to fully meet the required standard.	Would require close supervision to perform at an acceptable level for one or more of the following reasons: <ul style="list-style-type: none"> <input type="checkbox"/> Has only basic/general job knowledge <input type="checkbox"/> Could follow directions but would require frequent checking/follow up <input type="checkbox"/> Could deal with most routine matters relating to the job <input type="checkbox"/> Work performance is inconsistent
Not suitable	Applicant is unable to demonstrate adequate skills, abilities and personal qualities in relation to the role. Would not be suitable to perform the duties of the job in relation to this capability, even on a temporary basis. OR Unable to determine whether the applicant has the required skills, capabilities and personal attributes to perform the role from the information provided.	Would not be able to perform the duties and would require constant supervision for one or more of the following reasons: <ul style="list-style-type: none"> <input type="checkbox"/> Limited job knowledge <input type="checkbox"/> Makes frequent errors <input type="checkbox"/> Poor work output <input type="checkbox"/> Would have difficulty carrying responsibility or solving problems <input type="checkbox"/> Would have difficulty dealing with routine matters

Applicants who are rated as 'Requires Development' or 'Not Suitable' cannot be placed in a merit pool.

May 2019 STMO – Interview Questions

	Rating against the selection criteria							Overall Assessment
	Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	
Date:								
Applicant:								

Our ideal candidate

- A comprehensive knowledge of measurement techniques and trading practices with demonstrated understanding and application of the National Instrument Test Procedures and National Test Procedures.
- Demonstrated ability to think and act strategically, including planning, implementing and monitoring effective work programs and practices.
- Demonstrated high level investigative, case management, analytical and problem solving skills.
- Demonstrated high level investigative case management, analytical and problem solving skills.
- Demonstrated sound interpersonal, written and oral communication skills.
- Self-motivated with a demonstrated ability to lead and participate in a team and to operate independently and responsibility in a field situation.
- A proactive approach to maintain a safe work environment for all staff in the workplace.

Questions

1. **s22** - You have acted in STMO roles, can you tell us about this experience any relevant knowledge and skills you possess that makes you suitable for a Senior Inspector's role?
 - Probe 1 - What did/have you found about the job that you didn't realise it involved?
 - Probe 2 – What did/have you found that has challenged you and resulted in a change to the way you conduct yourself.
 - Probe 3 – How important has teamwork been to the function of your role, and can you tell us how you foster a healthy team environment.
 - Alternate probe 3 - What do you feel was/is the most important function of your STMO role and how did it shape the work environment.

Rating

1. Highly Suitable
2. Suitable
3. Requires Development
4. Not Suitable

May 2019 STMO – Interview Questions

2. (s22) Can you describe an instance where there was difficulty in communicating with a stakeholder? How did you resolve the situation? What was the outcome? What did you learn?
3. (s22) Tell me about a recent situation in which your approach or performance was criticised by your manager or peer. What was the situation? How did you feel? What did you think? What did you do? What was the outcome: - (a) in relation to the issue, and (b) in regards your relationship with the person concerned?

Rating

1. Highly Suitable 2. Suitable 3. Requires Development 4. Not Suitable

May 2019 STMO – Interview Questions

4. (s22) Tell me about a time when the goals towards which you had been working for some time unexpectedly altered. What was the situation? What led up to the alteration? How did you feel about the alteration? What did you think? What did you do? What was the outcome?
5. (s22) What do you believe the key attributes are for a strong team/organisational culture?
Probe 1 -How do you foster (pick an attribute from candidates response) in your team?

Rating

1. Highly Suitable 2. Suitable 3. Requires Development 4. Not Suitable

6. (s22) Can you tell us about a time you have experienced conflict in the workplace and what approach you took to reach a resolution?
Is there anything you would do differently?

7. (s22) If I were to survey all of your immediate colleagues and ask them for 3 words/phrases that best describe you, what would they say? What would the 3 most common phrases/descriptions be?

Probe a. What makes you say that? Can you give me some examples?

Probe b. (If only positive descriptors were given), If I were to ask them for another 2 qualities about you that were less desirable/less helpful in the workplace what do you think they would say? What makes you say that? Give me some examples.

Rating

1. Highly Suitable 2. Suitable 3. Requires Development 4. Not Suitable

Overall thoughts on candidate:

Rating

1. Highly Suitable 2. Suitable 3. Requires Development 4. Not Suitable

Archived: Thursday, 16 April 2020 10:40:45 AM

From: s22

Sent: boundary="_004_7A6C78275E2BFA428565900DE6D85E2501894CD5C8PIAC1VEX02RES_"MIME

To: s22

Cc: s22

Subject: 11. STMO - Lindfield [SEC=UNCLASSIFIED]

Sensitivity: Normal

Attachments:

[Selection Report - STMO Lindfield.docx](#);

Hi s22 ,

Thanks again for your assistance yesterday.

Please see attached.

If you are happy with the report could you please sign and forward to s22 for review/signing.

Regards,

s22

A/Regional Manager, Central-East

Trade Measurement Services

Legal Metrology Branch

National Measurement Institute

P: s22 | M: s22 | F: s22

s22 [@measurement.gov.au](mailto:s22@measurement.gov.au)

National Measurement Institute

36 Bradfield Road, West Lindfield NSW 2070

GPO Box 2013 Canberra ACT 2601

ABN 74 599 608 295

UNCLASSIFIED



SELECTION REPORT

Job and Application Details			
Classification	APS Level 6	Position Title	Senior Trade Measurement Officer
Division	National Measurement Institute	Job Ref No.	503026
Branch	Legal Metrology Branch		
Section	Trade Measurement Services		

Panel

Convenor/Panel Chair			
Name and signature	s22	Date	
Panel Member			
Name and signature	s22	Date	
Panel Member			
Name and signature	s22	Date	

Attachments

☒ Schedule of Applicants (with reasons for non-shortlisting)

☒ Referee Reports for preferred candidate(s)

SAC Recommendation

Successful Applicant/s and outcome type - i.e. engagement, transfer, promotion

- Promotion

Delegate's Decision

☐ Approved

☐ Not Approved

Name and Signature	Title	Date



Schedule of Applicants

No.	First name	Surname	Recruit ability Y/N	Shortlisted (Y/N)	For candidates not shortlisted please provide a brief reason as to why (to be completed by Selection Panel after assessing applications).
1	s22	s22	N	Y	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Please insert additional rows if required.

Assessment

In assessing candidates, panels should conduct an overall assessment of the candidates' skills, experience and personal attributes giving regard to the requirements of the role. There is no requirement to make an assessment against each skill/capability.

The assessment is based on all evidence obtained during the selection process; application, interview, other assessment methods, referee checks etc to determine the relative suitability of each candidate.

Candidate Name	Assessment Comments	Overall Rating (Highly suitable/Suitable/ Requires development/Not suitable)
s22	s22	s22

Please insert additional rows if required.



SAC Recommendation/s

Successful candidate	AURION position number	Proposed start date	Proposed end date (if applicable)	Salary on commencement (Refer to guide below)	Manager and contact number
s22	s22	13/6/19		s22	s22 s22

Salary - Engagements/Transfers/Promotions

- Salary on engagement, transfer or promotion will generally be at the minimum pay point for that classification.
- Salary for existing APS employees, transferring into the department from another agency, will depend on their substantive salary. Recruitment will obtain a copy of their latest payslip and the contact details of their payroll area to determine commencing salary.
- Should you wish to offer above base salary, delegate (General Manager) approval is required and is normally based on the experience, qualifications and skills the employee will bring to the position.



Guide to assessing candidates

Rating	Description	Performance Indicators
Highly suitable	Applicant has exceptionally developed skills, abilities and appropriate personal qualities to perform the role to a high level.	Applicant is able to perform at a high level without direct supervision for one or more of the following reasons: <ul style="list-style-type: none"><input type="checkbox"/> Has excellent job knowledge<input type="checkbox"/> Is exceptionally reliable<input type="checkbox"/> Has shown an ability to solve problems and apply changes<input type="checkbox"/> Effectively deals with all matters relating to the position.
Suitable	Applicant has relevant skills, abilities and personal qualities to perform the role effectively.	Would require limited supervision to achieve good results because of one or more of the following reasons: <ul style="list-style-type: none"><input type="checkbox"/> Is reliable and responsible<input type="checkbox"/> Has well developed/sound job knowledge<input type="checkbox"/> Would be able to suggest and initiate improvements<input type="checkbox"/> Would be able to deal with all the routine and most of the complex matters relating to the job
Requires development	Applicant has some skills, abilities and personal qualities relevant to the role, but is limited in others. Would be able to temporarily perform the duties of the job, with close supervision, but would need further development to fully meet the required standard.	Would require close supervision to perform at an acceptable level for one or more of the following reasons: <ul style="list-style-type: none"><input type="checkbox"/> Has only basic/general job knowledge<input type="checkbox"/> Could follow directions but would require frequent checking/follow up<input type="checkbox"/> Could deal with most routine matters relating to the job<input type="checkbox"/> Work performance is inconsistent
Not suitable	Applicant is unable to demonstrate adequate skills, abilities and personal qualities in relation to the role. Would not be suitable to perform the duties of the job in relation to this capability, even on a temporary basis. OR Unable to determine whether the applicant has the required skills, capabilities and personal attributes to perform the role from the information provided.	Would not be able to perform the duties and would require constant supervision for one or more of the following reasons: <ul style="list-style-type: none"><input type="checkbox"/> Limited job knowledge<input type="checkbox"/> Makes frequent errors<input type="checkbox"/> Poor work output<input type="checkbox"/> Would have difficulty carrying responsibility or solving problems<input type="checkbox"/> Would have difficulty dealing with routine matters

Applicants who are rated as 'Requires Development' or 'Not Suitable' cannot be placed in a merit pool.

Archived: Thursday, 16 April 2020 10:40:51 AM
From: [Loizides, Bill](#)
Sent: Tue, 11 Jun 2019 10:41:55 +1000**From:** "Loizides, Bill" **To:** "Warrington, Bruce" **CC:** "s22", "s22", "s22" **@industry.gov.au)", "s22", "s22"** **Subject:** RE: Selection Report
To: [Warrington, Bruce](#)
Cc: s22 s22 s22
Subject: 12: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]
Sensitivity: Normal

Thank you Bruce

s22 please proceed with the appointment and thank you again to the panel

Bill

Bill Loizides
General Manager
Legal Metrology Branch
National Measurement Institute
P: +61 8 7002 1124 | M: s22 | F: s22
Bill.Loizides@measurement.gov.au

National Measurement Institute
22-24 Furness Avenue
EDWARDSTOWN SA 5039
ABN 74 599 608 295

National Measurement Institute | www.measurement.gov.au



The information contained in this e-mail, and any attachments to it, is intended for the use of the addressee and is confidential. If you are not the intended recipient you must not use, disclose, read, forward, copy or retain any of the information. If you received this e-mail in error, please delete it and notify the sender by return e-mail or telephone.

The Commonwealth does not warrant that any attachments are free from viruses or any other defects. You assume all liability for any loss, damage or other consequences which may arise from opening or using the attachments.

The security of emails transmitted in an unencrypted environment cannot be guaranteed. By forwarding or replying to this email, you acknowledge and accept these risks.

For Official Use Only

From: Warrington, Bruce
Sent: Tuesday, 11 June 2019 9:30 AM

To: Loizides, Bill <Bill.Loizides@measurement.gov.au>

Cc: s22 <s22@measurement.gov.au>; s22 (s22@industry.gov.au)
<s22@industry.gov.au>; s22 <s22@measurement.gov.au>; s22
<s22@measurement.gov.au>

Subject: RE: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]

Hi Bill,

My thanks to s22 for convening the selection panel, and to s22 and s22 for their work on the panel. I am happy to confirm approval to appoint s22 to the Lindfield STMO position as attached, noting that while there was only one application received he was confirmed as suitable for the higher level role.

Kind regards,
Bruce

For Official Use Only

From: Loizides, Bill

Sent: Wednesday, 5 June 2019 9:36 AM

To: Warrington, Bruce <Bruce.Warrington@measurement.gov.au>

Cc: s22 <s22@measurement.gov.au>

Subject: FW: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]

Dear Bruce

I am seeking your approval to appoint s22 to the TMS Lindfield STMO position

Slightly unusual circumstances, with only 1 application for the role, however the selection panel after interview have found s22 suitable.

I support the request to appoint s22 to the STMO role

Bill

Bill Loizides

General Manager

Legal Metrology

National Measurement Institute

P: +61 8 7002 1124 | M: s22 | F: s22

Bill.Loizides@measurement.gov.au

National Measurement Institute
22-24 Furness Avenue
EDWARDSTOWN SA 5039
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

National Measurement Institute | www.measurement.gov.au



**National
Measurement
Institute**



The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.

The information contained in this e-mail, and any attachments to it, is intended for the use of the addressee and is confidential. If you are not the intended recipient you must not use, disclose, read, forward, copy or retain any of the information. If you received this e-mail in error, please delete it and notify the sender by return e-mail or telephone.

The Commonwealth does not warrant that any attachments are free from viruses or any other defects. You assume all liability for any loss, damage or other consequences which may arise from opening or using the attachments.

The security of emails transmitted in an unencrypted environment cannot be guaranteed. By forwarding or replying to this email, you acknowledge and accept these risks.

For Official Use Only

From: s22
Sent: Tuesday, 4 June 2019 11:08 AM
To: s22
Cc: s22 <s22@measurement.gov.au>
Subject: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]

Hi Bill,

Please find attached the Recruitment Selection Report and Referee Reports resulting from the interview conducted for the STMO position at Lindfield.

Regards,

s22
A/Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute
P: s22 | M: s22 | F: s22
s22@measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

For Official Use Only

From: s22
Sent: Tuesday, 4 June 2019 11:26 AM
To: s22 <s22@measurement.gov.au>
Subject: RE: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]

s22

Please forward the application for Bill's viewing.

Thanks,

s22

s22

Manager, Trade Measurement Services
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute

P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
33 Kingtel Place
Geebung QLD 4034 Australia
ABN 74 599 608 295
National Measurement Institute | www.measurement.gov.au



The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.

For Official Use Only

From: s22
Sent: Tuesday, 4 June 2019 11:25 AM
To: s22 <s22 @measurement.gov.au>
Subject: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]

Hi s22,

For review and forwarding.

Please find attached the Recruitment Selection Report and Referee Reports resulting from the interviews conducted for the STMO position at Lindfield.

s22
of s22 's employment/higher duties history.

I have also attached a copy

Regards,

s22
A/Regional Manager, Central-East

Trade Measurement Services
Legal Metrology Branch
National Measurement Institute

P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

For Official Use Only

Archived: Thursday, 16 April 2020 10:40:53 AM

From: s22

Sent: boundary="_009_7A6C78275E2BFA428565900DE6D85E2501894D407APIAC1VEX02RES_"MIME

To:

Subject: 13. 503026 - STMO Lindfield - Completed/signed selection report. [DLM=For-Official-Use-Only]

Sensitivity: Normal

Attachments:

Lindfield STMO - Selection Report.pdf; UK - Referee Report s22 .pdf; MB - MT Recruitment Referee Report.pdf;

Hi Recruitment,

Please see attached the final/signed selection report and referee checks for the STMO Lindfield position. (Job Ref 503026)

Please let me know if you have any questions.

Thanks,

s22

A/Regional Manager, Central-East

Trade Measurement Services

Legal Metrology Branch

National Measurement Institute

P: s22 | M: s22 1 | F: s22
s22 @measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

For Official Use Only

From: Recruitment Industry

Sent: Monday, 20 May 2019 8:36 AM

To: s22 <s22 @measurement.gov.au>

Subject: 503026 Job applications closed for external advertising [DLM=For-Official-Use-Only]

Dear Panel

The position of Senior Trade Measurement Officer, National Measurement Institute, Lindfield (job reference 503026), has now closed and applications are ready for your review by the convenor and panel members for this process.

Panel members who are not assigned to this job in PageUp will not be able to view the applications. Please contact the [Recruitment Team](#) to arrange access for any additional panel members if required.


To ensure candidates for our roles have a good experience, selection processes are to be finalised in a timely manner. To this end, it is important that you shortlist and conduct interviews without delay. If the process hasn't been finalised within 2 weeks, you will receive a phone call from a Recruitment Consultant to check on progress. Reducing our time to fill is an important measure in being an employer of choice and providing high quality candidate care.

The applications you can view are those that have been completed. A larger number may be displayed however this includes any applications that were withdrawn, incomplete or ineligible, these cannot be viewed.

To view the applications:

- Go to the **Recruitment portal** of [PageUp](#)
- Click the **Panel Review** link
- Click the **View Applicants** link
- Click the **name of the applicant** you would like to view
- Click the **Form** Link to view their application (example pictured below)

Applications

 Project Manager	Ready for review	No offer	Actions
6493836 AS Submitted: 29 Nov 2016 via APSjobs	Status changed 29 Nov 2016		Flags Form Resume

To save the applications or print them (Bulk Compile function):

- **Select all** from the View applications page
- Click **Bulk compile and send**
- Select **Applicant personal details, Application form, Cover Letter, Resume** and **Format for double-sided printing** from the options
- Click **Create PDF** (on the bottom of the page)
- Click **Download document**



The attached documents will assist you with the selection process:

- [Selection report template](#)
- [Referee Report Verbal Record template](#)
- [What's Next Checklist](#)

If you have any further queries or if you require additional information please contact the [Recruitment Team](#).

Regards

Recruitment Team

For Official Use Only



Australian Government
**Department of Industry,
Innovation and Science**

SELECTION REPORT

Job and Application Details			
Classification	APS Level 6	Position Title	Senior Trade Measurement Officer
Division	National Measurement Institute	Job Ref No.	503026
Branch	Legal Metrology Branch		
Section	Trade Measurement Services		

Panel

Convenor/Panel Chair	
Name and signature s22	Date 4/6/2019
Panel Member	
Name and signature s22	Date 3/6/2019
Panel Member	
Name and signature s22	Date 30/5/2019

Attachments

☒ Schedule of Applicants (with reasons for non-shortlisting)

☒ Referee Reports for preferred candidate(s)

SAC Recommendation

Successful Applicant/s and outcome type - i.e. engagement, transfer, promotion

- Promotion

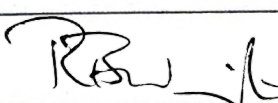
Delegate's Decision



Approved



Not Approved

Name and Signature	Title	Date
Bruce Warrington 	CEO	11 June 2019



Schedule of Applicants

No.	First name	Surname	Recruit ability Y/N	Shortlisted (Y/N)	For candidates not shortlisted please provide a brief reason as to why (to be completed by Selection Panel after assessing applications).
1	s22	s22	N	Y	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Please insert additional rows if required.

Assessment

In assessing candidates, panels should conduct an overall assessment of the candidates' skills, experience and personal attributes giving regard to the requirements of the role. There is no requirement to make an assessment against each skill/capability.

The assessment is based on all evidence obtained during the selection process; application, interview, other assessment methods, referee checks etc to determine the relative suitability of each candidate.

Candidate Name	Assessment Comments	Overall Rating (Highly suitable/Suitable/ Requires development/Not suitable)
s22	s22	s22

Please insert additional rows if required.



SAC Recommendation/s

Successful candidate	AURION position number	Proposed start date	Proposed end date (if applicable)	Salary on commencement (Refer to guide below)	Manager and contact number
s22	s22	13/6/19	s22		s22

Salary - Engagements/Transfers/Promotions

- Salary on engagement, transfer or promotion will generally be at the minimum pay point for that classification.
- Salary for existing APS employees, transferring into the department from another agency, will depend on their substantive salary. Recruitment will obtain a copy of their latest payslip and the contact details of their payroll area to determine commencing salary.
- Should you wish to offer above base salary, delegate (General Manager) approval is required and is normally based on the experience, qualifications and skills the employee will bring to the position.



Guide to assessing candidates

Rating	Description	Performance Indicators
Highly suitable	Applicant has exceptionally developed skills, abilities and appropriate personal qualities to perform the role to a high level.	<p>Applicant is able to perform at a high level without direct supervision for one or more of the following reasons:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has excellent job knowledge <input type="checkbox"/> Is exceptionally reliable <input type="checkbox"/> Has shown an ability to solve problems and apply changes <input type="checkbox"/> Effectively deals with all matters relating to the position.
Suitable	Applicant has relevant skills, abilities and personal qualities to perform the role effectively.	<p>Would require limited supervision to achieve good results because of one or more of the following reasons:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is reliable and responsible <input type="checkbox"/> Has well developed/sound job knowledge <input type="checkbox"/> Would be able to suggest and initiate improvements <input type="checkbox"/> Would be able to deal with all the routine and most of the complex matters relating to the job
Requires development	<p>Applicant has some skills, abilities and personal qualities relevant to the role, but is limited in others.</p> <p>Would be able to temporarily perform the duties of the job, with close supervision, but would need further development to fully meet the required standard.</p>	<p>Would require close supervision to perform at an acceptable level for one or more of the following reasons:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has only basic/general job knowledge <input type="checkbox"/> Could follow directions but would require frequent checking/follow up <input type="checkbox"/> Could deal with most routine matters relating to the job <input type="checkbox"/> Work performance is inconsistent
Not suitable	<p>Applicant is unable to demonstrate adequate skills, abilities and personal qualities in relation to the role.</p> <p>Would not be suitable to perform the duties of the job in relation to this capability, even on a temporary basis.</p> <p style="text-align: center;">OR</p> <p>Unable to determine whether the applicant has the required skills, capabilities and personal attributes to perform the role from the information provided.</p>	<p>Would not be able to perform the duties and would require constant supervision for one or more of the following reasons:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Limited job knowledge <input type="checkbox"/> Makes frequent errors <input type="checkbox"/> Poor work output <input type="checkbox"/> Would have difficulty carrying responsibility or solving problems <input type="checkbox"/> Would have difficulty dealing with routine matters

Applicants who are rated as 'Requires Development' or 'Not Suitable' cannot be placed in a merit pool.

Referee Report

Those who have a legitimate interest in the outcome of the selection process may access the information provided in this report.

Applicant Details

Surname	s22	
Given Names		

Position Details

Classification	NM16
Position Title	Senior Trade measures officer - Hatfield

Referee Details

Name	s22	
Classification/Title	s22	
Department/Employer	s22	
Division/Branch/Team/Section	s22	
Phone Number	s22	1
Relationship to the applicant (include dates)	s22	

Principles:

- This report is to further assess/validate candidates who have been assessed as "suitable" following interviews.
- If a referee states that they would not hire the person again, or that they have concerns about the person's conduct or behaviour, this will override the application and interview performance and make the applicant unsuitable.
- Referee questions should be asked based on an overall summary of candidate's performance at interview. E.g. – the candidate indicated a good track record of achieving results, is the referee able to confirm that? Or - the candidate gave a good performance at interview but their answer to the question about strategic thinking wasn't as strong their other answers. From your experience how would you rate this person's ability to think strategically?

Brief statement to validate the candidates claims

s22

Mandatory Questions:

Have you ever had any issues with the candidates' conduct or performance? If so, how was this handled and has this been rectified?

s22

Would you have any hesitation in employing the candidate again?

s22

NOTE: If a referee states that they would not hire the person again, or that they have concerns about the person's conduct or behaviour, this will override the application and interview performance and make the applicant unsuitable.

s22

Referee Assessment

Provide reasons why if "not suitable"

s22

s22

Referee Report

Those who have a legitimate interest in the outcome of the selection process may access the information provided in this report.

Note: Report was written prior to reviewing application.

Applicant Details

Surname	s22	
Given Names	s22	

Position Details

Classification	NMI6
Position Title	Senior Trade Measurement Officer - Lindfield

Referee Details

Name	s22
Classification/Title	s22
Department/Employer	s22
Division/Branch/Team/Section	s22
Phone Number	s22
Relationship to the applicant (include dates)	s22

Principles:

- This report is to further assess/validate candidates who have been assessed as “suitable” following interviews.
- If a referee states that they would not hire the person again, or that they have concerns about the person’s conduct or behaviour, this will override the application and interview performance and make the applicant unsuitable.
- Referee questions should be asked based on an overall summary of candidate’s performance at interview. E.g. – the candidate indicated a good track record of achieving results, is the referee able to confirm that? Or - the candidate gave a good performance at interview but their answer to the question about strategic thinking wasn’t as strong their other answers. From your experience how would you rate this person’s ability to think strategically?

Brief statement to validate the candidates claims

s22

Mandatory Questions:

Have you ever had any issues with the candidates' conduct or performance? If so, how was this handled and has this been rectified?

s22

Would you have any hesitation in employing the candidate again?

s22

NOTE: If a referee states that they would not hire the person again, or that they have concerns about the person's conduct or behaviour, this will override the application and interview performance and make the applicant unsuitable.

Referee Assessment

s22

Provide reasons why if "not suitable"

s22

From: Recruitment Industry <recruitment@industry.gov.au>
Sent: Wednesday, 12 June 2019 6:19 PM
To: s22 ; s22
Subject: 15. (NMI) - 503026 - STMO Lindfield - Completed/signed selection report. [DLM=For-Official-Use-Only]

Thanks s22

I have processed this internal promotion. I just wanted to highlight that the promotion won't take effect until 5 July as all promotions at APS Levels are subject to a review period of 2 weeks. s22

Kind regards

~ s22

s22

Recruitment Consultant
People Policy and Recruitment
Corporate Network
s22 | s22 @industry.gov.au

Department of Industry, Innovation & Science | www.industry.gov.au

For Official Use Only

From: s22 I [mailto:s22 @measurement.gov.au]
Sent: Tuesday, 11 June 2019 1:04 PM
To: Recruitment <Recruitment@industry.gov.au>
Subject: TEAM 1 (NMI) - 503026 - STMO Lindfield - Completed/signed selection report. [DLM=For-Official-Use-Only]

Hi Recruitment,

Please see attached the final/signed selection report and referee checks for the STMO Lindfield position. (Job Ref 503026)

Please let me know if you have any questions.

Thanks,

s22

A/Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute

P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

For Official Use Only

From: Recruitment Industry
Sent: Monday, 20 May 2019 8:36 AM

To: s22 <s22@measurement.gov.au>

Subject: 503026 Job applications closed for external advertising [DLM=For-Official-Use-Only]

Dear Panel

The position of Senior Trade Measurement Officer, National Measurement Institute, Lindfield (job reference 503026), has now closed and applications are ready for your review by the convenor and panel members for this process.

Panel members who are not assigned to this job in PageUp will not be able to view the applications. Please contact the [Recruitment Team](#) to arrange access for any additional panel members if required.


To ensure candidates for our roles have a good experience, selection processes are to be finalised in a timely manner. To this end, it is important that you shortlist and conduct interviews without delay. If the process hasn't been finalised within 2 weeks, you will receive a phone call from a Recruitment Consultant to check on progress. Reducing our time to fill is an important measure in being an employer of choice and providing high quality candidate care.

The applications you can view are those that have been completed. A larger number may be displayed however this includes any applications that were withdrawn, incomplete or ineligible, these cannot be viewed.

To view the applications:

- Go to the **Recruitment portal** of [PageUp](#)
- Click the **Panel Review** link
- Click the **View Applicants** link
- Click the **name of the applicant** you would like to view
- Click the **Form** Link to view their application (example pictured below)

Applications

 Project Manager	Ready for review
#493636 A S Submitted: 29 Nov 2016 via APSjobs 	Status changed 29 Nov 2016

To save the applications or print them (Bulk Compile function):

- **Select all** from the View applications page
- Click **Bulk compile and send**
- Select **Applicant personal details, Application form, Cover Letter, Resume** and **Format for double-sided printing** from the options
- Click **Create PDF** (on the bottom of the page)
- Click **Download document**

Your document is ready to download:
[Download document \(250 kb\)](#)

The attached documents will assist you with the selection process:

- [Selection report template](#)
- [Referee Report Verbal Record template](#)
- [What's Next Checklist](#)

If you have any further queries or if you require additional information please contact the [Recruitment Team](#).

Regards

Recruitment Team

For Official Use Only

s22

From: s22 <s22@measurement.gov.au>
Sent: Thursday, 13 June 2019 11:10 AM
To: Recruitment
Cc: s22
Subject: 16.: (NMI) - 503026 - STMO Lindfield - Completed/signed selection report. [DLM=For-Official-Use-Only]
Attachments: FW: STMO Lindfield - Offer [DLM=For-Official-Use-Only]

Hi s22 ,

Please see attached email chain.

s22

Let me know if you need any further information.

Regards,

s22

**A/Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute**

P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

For Official Use Only

From: Recruitment Industry
Sent: Wednesday, 12 June 2019 6:19 PM
To: s22 <s22@measurement.gov.au>; s22 <s22s@measurement.gov.au>
Subject: (NMI) - 503026 - STMO Lindfield - Completed/signed selection report. [DLM=For-Official-Use-Only]

Thanks s22

I have processed this internal promotion. I just wanted to highlight that the promotion won't take effect until 5 July as all promotions at APS Levels are subject to a review period of 2 weeks. s22

Kind regards

~ s22

s22

**Recruitment Consultant
People Policy and Recruitment
Corporate Network**

s22 | s22 @industry.gov.au

Department of Industry, Innovation & Science | www.industry.gov.au

For Official Use Only

From: s22 [mailto:s22@measurement.gov.au]
Sent: Tuesday, 11 June 2019 1:04 PM
To: Recruitment <Recruitment@industry.gov.au>
Subject: TEAM 1 (NMI) - 503026 - STMO Lindfield - Completed/signed selection report. [DLM=For-Official-Use-Only]

Hi Recruitment,

Please see attached the final/signed selection report and referee checks for the STMO Lindfield position. (Job Ref 503026)

Please let me know if you have any questions.

Thanks,

s22
**A/Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute**
P: s22 | M: s22 | F: s22
s22@measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

For Official Use Only

From: Recruitment Industry
Sent: Monday, 20 May 2019 8:36 AM
To: s22 <s22@measurement.gov.au>
Subject: 503026 Job applications closed for external advertising [DLM=For-Official-Use-Only]

Dear Panel

The position of Senior Trade Measurement Officer, National Measurement Institute, Lindfield (job reference 503026), has now closed and applications are ready for your review by the convenor and panel members for this process.

Panel members who are not assigned to this job in PageUp will not be able to view the applications. Please contact the [Recruitment Team](#) to arrange access for any additional panel members if required.

To ensure candidates for our roles have a good experience, selection processes are to be finalised in a timely manner. To this end, it is important that you shortlist and conduct interviews without delay. If the process hasn't been finalised within 2 weeks, you will receive a phone call from a Recruitment Consultant to check on progress. Reducing our time to fill is an important measure in being an employer of choice and providing high quality candidate care.

The applications you can view are those that have been completed. A larger number may be displayed however this includes any applications that were withdrawn, incomplete or ineligible, these cannot be viewed.

To view the applications:

- Go to the **Recruitment portal** of [PageUp](#)
- Click the **Panel Review** link
- Click the **View Applicants** link
- Click the **name of the applicant** you would like to view
- Click the **Form** Link to view their application (example pictured below)

Applications

 Project Manager

#493636 **A S** Submitted: 29 Nov 2016 via [APSjobs](#) 

Ready for review

Status changed 29 Nov 2016

To save the applications or print them (Bulk Compile function):

- **Select all** from the View applications page
- Click **Bulk compile and send**
- Select **Applicant personal details, Application form, Cover Letter, Resume** and **Format for double-sided printing** from the options
- Click **Create PDF** (on the bottom of the page)
- Click **Download document**

Your document is ready to download:

[Download document \(250 kb\)](#)

The attached documents will assist you with the selection process:

- [Selection report template](#)
- [Referee Report Verbal Record template](#)
- [What's Next Checklist](#)

If you have any further queries or if you require additional information please contact the [Recruitment Team](#).

Regards

Recruitment Team

For Official Use Only

s22

From: s22 <s22@measurement.gov.au>
Sent: Thursday, 13 June 2019 10:07 AM
To: s22
Subject: FW: STMO Lindfield - Offer [DLM=For-Official-Use-Only]

s22 ,

Please inform s22 and HR.

Regards,

s2 .
^

s22

Manager, Trade Measurement Services
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute

P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
33 Kingtel Place
Geebung QLD 4034 Australia
ABN 74 599 608 295
National Measurement Institute | www.measurement.gov.au



Australian Government
Department of Industry,
Innovation and Science

National
Measurement
Institute

MEASUREMENT LAW REVIEW DISCUSSION PAPERS

PUBLIC CONSULTATION CLOSING 23 JUNE 2019

TRACEABLE MEASUREMENT | MEASURING INSTRUMENTS | MEASUREMENT-BASED TRANSACTIONS

Find out more at industry.gov.au/measurement-law-review

The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.

For Official Use Only

From: Loizides, Bill
Sent: Thursday, 13 June 2019 10:01 AM
To: s22 <s22@measurement.gov.au>
Subject: RE: STMO Lindfield - Offer [DLM=For-Official-Use-Only]

Approved s22 for s22 s22

Bill

Bill Loizides
General Manager
Legal Metrology
National Measurement Institute
P: +61 8 7002 1124 | M: s22 | F: +61 8 7002 1198

Bill.Loizides@measurement.gov.au

National Measurement Institute
22-24 Furness Avenue
EDWARDSTOWN SA 5039
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

National Measurement Institute | www.measurement.gov.au



Australian Government
Department of Industry,
Innovation and Science

National
Measurement
Institute



The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.

The information contained in this e-mail, and any attachments to it, is intended for the use of the addressee and is confidential. If you are not the intended recipient you must not use, disclose, read, forward, copy or retain any of the information. If you received this e-mail in error, please delete it and notify the sender by return e-mail or telephone.

The Commonwealth does not warrant that any attachments are free from viruses or any other defects. You assume all liability for any loss, damage or other consequences which may arise from opening or using the attachments.

The security of emails transmitted in an unencrypted environment cannot be guaranteed. By forwarding or replying to this email, you acknowledge and accept these risks.

For Official Use Only

From: s22

Sent: Thursday, 13 June 2019 9:58 AM

To: Loizides, Bill <Bill.Loizides@measurement.gov.au>

Subject: FW: STMO Lindfield - Offer [DLM=For-Official-Use-Only]

Bill,

s22

This increase requires your approval.

Regards,

s2
~

s22
Manager, Trade Measurement Services
Trade Measurement Services

**Legal Metrology Branch
National Measurement Institute**

P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
33 Kingtel Place
Geebung QLD 4034 Australia
ABN 74 599 608 295

National Measurement Institute | www.measurement.gov.au



Australian Government
Department of Industry,
Innovation and Science

**National
Measurement
Institute**

MEASUREMENT LAW REVIEW DISCUSSION PAPERS

PUBLIC CONSULTATION CLOSING 23 JUNE 2019

TRACEABLE MEASUREMENT | MEASURING INSTRUMENTS | MEASUREMENT-BASED TRANSACTIONS

Find out more at industry.gov.au/measurement-law-review

The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.

For Official Use Only

From: s22

Sent: Thursday, 13 June 2019 8:43 AM

To: s22 <s22 @measurement.gov.au>

Subject: STMO Lindfield - Offer [DLM=For-Official-Use-Only]

Hi s22,

For your consideration.

s22

Could you please consider revising the panel's recommendation and starting s22 at s22 .

Regards,

s22

**A/Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute**

P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

For Official Use Only

s22

From: Recruitment Industry <recruitment@industry.gov.au>
Sent: Thursday, 13 June 2019 1:19 PM
To: s22
Cc: s22
Subject: 17. (NMI) - 503026 - STMO Lindfield - Completed/signed selection report. [DLM=For-Official-Use-Only]

Thanks s22

The offer has been updated and is ready for s22 to review.

Kind regards

s22

s22

Recruitment Consultant
People Policy and Recruitment

Corporate Network

s22 | s22 @industry.gov.au

Department of Industry, Innovation & Science | www.industry.gov.au

For Official Use Only

From: s22 [mailto:s22@measurement.gov.au]
Sent: Thursday, 13 June 2019 11:10 AM
To: Recruitment <Recruitment@industry.gov.au>
Cc: s22 <s22@measurement.gov.au>
Subject: RE: (NMI) - 503026 - STMO Lindfield - Completed/signed selection report. [DLM=For-Official-Use-Only]

Hi s22 ,

Please see attached email chain.

s22

Let me know if you need any further information.

Regards,

s22

A/Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute

P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

For Official Use Only

From: Recruitment Industry
Sent: Wednesday, 12 June 2019 6:19 PM
To: s22 <s22@measurement.gov.au>; s22 <s22@measurement.gov.au>
Subject: (NMI) - 503026 - STMO Lindfield - Completed/signed selection report. [DLM=For-Official-Use-Only]

Thanks s22

I have processed this internal promotion. I just wanted to highlight that the promotion won't take effect until 5 July as all promotions at APS Levels are subject to a review period of 2 weeks. s22

Kind regards

~ s22

s22
Recruitment Consultant
People Policy and Recruitment
Corporate Network
s22 | s22 @industry.gov.au
Department of Industry, Innovation & Science | www.industry.gov.au

For Official Use Only

From: s22 [<mailto:s22@measurement.gov.au>]
Sent: Tuesday, 11 June 2019 1:04 PM
To: Recruitment <Recruitment@industry.gov.au>
Subject: TEAM 1 (NMI) - 503026 - STMO Lindfield - Completed/signed selection report. [DLM=For-Official-Use-Only]

Hi Recruitment,

Please see attached the final/signed selection report and referee checks for the STMO Lindfield position. (Job Ref 503026)

Please let me know if you have any questions.

Thanks,

s22
A/Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute
P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

For Official Use Only

From: Recruitment Industry
Sent: Monday, 20 May 2019 8:36 AM
To: s22 <s22@measurement.gov.au>
Subject: 503026 Job applications closed for external advertising [DLM=For-Official-Use-Only]

Dear Panel

The position of Senior Trade Measurement Officer, National Measurement Institute, Lindfield (job reference 503026), has now closed and applications are ready for your review by the convenor and panel members for this process.

Panel members who are not assigned to this job in PageUp will not be able to view the applications. Please contact the [Recruitment Team](#) to arrange access for any additional panel members if required.

To ensure candidates for our roles have a good experience, selection processes are to be finalised in a timely manner. To this end, it is important that you shortlist and conduct interviews without delay. If the process hasn't been finalised within 2 weeks, you will receive a phone call from a Recruitment Consultant to check on progress. Reducing our time to fill is an important measure in being an employer of choice and providing high quality candidate care.

The applications you can view are those that have been completed. A larger number may be displayed however this includes any applications that were withdrawn, incomplete or ineligible, these cannot be viewed.

To view the applications:

- Go to the **Recruitment portal** of [PageUp](#)
- Click the **Panel Review** link
- Click the **View Applicants** link
- Click the **name of the applicant** you would like to view
- Click the **Form** Link to view their application (example pictured below)

Applications

 Project Manager	Ready for review
#493636 A S Submitted: 29 Nov 2016 via APStools 	Status changed 29 Nov 2016

To save the applications or print them (Bulk Compile function):

- **Select all** from the View applications page
- Click **Bulk compile and send**
- Select **Applicant personal details, Application form, Cover Letter, Resume and Format for double-sided printing** from the options
- Click **Create PDF** (on the bottom of the page)
- Click **Download document**

Your document is ready to download:
[Download document \(250 kb\)](#)

The attached documents will assist you with the selection process:

- [Selection report template](#)
- [Referee Report Verbal Record template](#)
- [What's Next Checklist](#)

If you have any further queries or if you require additional information please contact the [Recruitment Team](#).

Regards

Recruitment Team

For Official Use Only

s22

From: s22 <s22@measurement.gov.au>
Sent: Thursday, 13 June 2019 1:24 PM
To: Recruitment
Cc: s22
Subject: 18.: (NMI) - 503026 - STMO Lindfield - Completed/signed selection report. [DLM=For-Official-Use-Only]

Hi s22 ,

Thanks for your quick response.

Regards,

s22
A/Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute
P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

For Official Use Only

From: Recruitment Industry
Sent: Thursday, 13 June 2019 1:19 PM
To: s22 <s22@measurement.gov.au>
Cc: s22 <s22@measurement.gov.au>
Subject: RE: (NMI) - 503026 - STMO Lindfield - Completed/signed selection report. [DLM=For-Official-Use-Only]

Thanks s22

The offer has been updated and is ready for s22 to review.

Kind regards

~ s22

s22
Recruitment Consultant
People Policy and Recruitment
Corporate Network
s22 | s22 @industry.gov.au
Department of Industry, Innovation & Science | www.industry.gov.au

For Official Use Only

From: s22 [<mailto:s22@measurement.gov.au>]
Sent: Thursday, 13 June 2019 11:10 AM
To: Recruitment <Recruitment@industry.gov.au>
Cc: s22 <s22@measurement.gov.au>
Subject: RE: (NMI) - 503026 - STMO Lindfield - Completed/signed selection report. [DLM=For-Official-Use-Only]

Hi s22 ,

Please see attached email chain.

s22

Let me know if you need any further information.

Regards,

s22

**A/Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute**

P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

For Official Use Only

From: Recruitment Industry

Sent: Wednesday, 12 June 2019 6:19 PM

To: s22 <s22 @measurement.gov.au>; s22 <s22 @measurement.gov.au>

Subject: (NMI) - 503026 - STMO Lindfield - Completed/signed selection report. [DLM=For-Official-Use-Only]

Thanks s22

I have processed this internal promotion. I just wanted to highlight that the promotion won't take effect until 5 July as all promotions at APS Levels are subject to a review period of 2 weeks. s22

Kind regards

~ s22

s22

**Recruitment Consultant
People Policy and Recruitment
Corporate Network**

s22 | s22 @industry.gov.au

Department of Industry, Innovation & Science | www.industry.gov.au

For Official Use Only

From: s22 [<mailto:s22 @measurement.gov.au>]

Sent: Tuesday, 11 June 2019 1:04 PM

To: Recruitment <Recruitment@industry.gov.au>

Subject: TEAM 1 (NMI) - 503026 - STMO Lindfield - Completed/signed selection report. [DLM=For-Official-Use-Only]

Hi Recruitment,

Please see attached the final/signed selection report and referee checks for the STMO Lindfield position. (Job Ref 503026)

Please let me know if you have any questions.

Thanks,

s22

A/Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute

P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

For Official Use Only

From: Recruitment Industry

Sent: Monday, 20 May 2019 8:36 AM

To: s22 <s22 @measurement.gov.au>

Subject: 503026 Job applications closed for external advertising [DLM=For-Official-Use-Only]

Dear Panel

The position of Senior Trade Measurement Officer, National Measurement Institute, Lindfield (job reference 503026), has now closed and applications are ready for your review by the convenor and panel members for this process.

Panel members who are not assigned to this job in PageUp will not be able to view the applications. Please contact the [Recruitment Team](#) to arrange access for any additional panel members if required.

To ensure candidates for our roles have a good experience, selection processes are to be finalised in a timely manner. To this end, it is important that you shortlist and conduct interviews without delay. If the process hasn't been finalised within 2 weeks, you will receive a phone call from a Recruitment Consultant to check on progress,. Reducing our time to fill is an important measure in being an employer of choice and providing high quality candidate care.


The applications you can view are those that have been completed. A larger number may be displayed however this includes any applications that were withdrawn, incomplete or ineligible, these cannot be viewed.

To view the applications:

- Go to the **Recruitment portal** of [PageUp](#)
- Click the **Panel Review** link
- Click the **View Applicants** link
- Click the **name of the applicant** you would like to view
- Click the **Form** Link to view their application (example pictured below)

Applications

 Project Manager

#493636 A S Submitted: 29 Nov 2016 via APSjobs 

Ready for review

Status changed 29 Nov 2016

To save the applications or print them (Bulk Compile function):

- **Select all** from the View applications page

- Click **Bulk compile and send**
- Select **Applicant personal details, Application form, Cover Letter, Resume** and **Format for double-sided printing** from the options
- Click **Create PDF** (on the bottom of the page)
- Click **Download document**

Your document is ready to download:
[Download document \(250 kb\)](#)

The attached documents will assist you with the selection process:

- [*Selection report template*](#)
- [*Referee Report Verbal Record template*](#)
- [*What's Next Checklist*](#)

If you have any further queries or if you require additional information please contact the [Recruitment Team](#).

Regards

Recruitment Team

For Official Use Only

s22

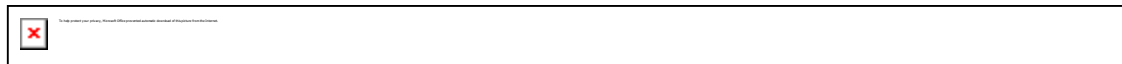
From: recruitment@industry.gov.au <recruitment-771@mail.pageuppeople.com>
Sent: Thursday, 13 June 2019 7:36 PM
To: s22 @measurement.gov.au
Subject: 19. Recruitment Update - Offer Accepted Notification

Your Recruitment update

Status: Offer accepted

Senior Trade Measurement Officer, National Measurement Institute, Lindfield - National Measurement Institute (Vacancy Number 503026)

s22 has accepted the offer.



The estimated start date is 5 Jul 2019, If s22 is not a current employee with the department, new starter paperwork may be compulsory and must be completed in PageUp prior to their commencement.

Completed paperwork will then enable security to commence the pre-employment checking process.

The Security Services Team(SST) will email the Hiring Manager (as listed on the job in PageUp) when this process is complete.

IMPORTANT

s22 must not commence employment with the Department until SST have confirmed the outcome of the pre-employment checks.

Kind Regards,

People Policy and Recruitment
Department of Industry, Innovation and Science



This email has been automatically generated by the PageUp system, if you are not the intended recipient, please contact [Recruitment](#)

[My HR](#) | [Login to Recruitment Administration \(PageUp\)](#)

s22

From: s22 <s22@measurement.gov.au>
Sent: Tuesday, 7 May 2019 3:15 PM
To: NMI - Legal Metrology Branch - All Staff
Subject: STMO Position, Lindfield [DLM=For-Official-Use-Only]

Colleagues, I have just been advised today by recruitment that the Senior Trade Measurement Officer, Lindfield role was advertised on Thursday 2 May 2019, and can be found:

- [Current Vacancies page](#)
- [APSjobs](#).

The advertisement closes 16 May 2019.

Thanks,
s22

s22
Regional Manager Central-East Region
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute
P: s22 | M: s22 | F: s22
s22 [@measurement.gov.au](mailto:s22@measurement.gov.au)

National Measurement Institute
36 Bradfield Rd, Lindfield
NSW 2070, Australia
ABN 74 599 608 295

National Measurement Institute | www.measurement.gov.au



Australian Government
Department of Industry,
Innovation and Science

**National
Measurement
Institute**

For Official Use Only

s22

From: s22 <s22@measurement.gov.au>
Sent: Thursday, 9 May 2019 10:25 AM
To: s22
Cc: s22
Subject: STMO Lindfield [SEC=UNCLASSIFIED]

Hi s22 ,

Applications close for the position on 16th.

If we have suitable applicants, hoping to interview the week of the 20th. Probably Wed or Thur pending yours and s22 availability.

Regards,

s22

**Assistant Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute**

P: s22 | M: s22 | F: s22
s22 n@measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

UNCLASSIFIED

From: s22
Sent: Thursday, 9 May 2019 9:43 AM
To: s22 <s22@measurement.gov.au>
Subject: RE: Wednesday interviewing [SEC=UNCLASSIFIED]

Do you think you will look at interviewing the following week or fortnight for stmo Lindfield?

UNCLASSIFIED

From: s22
Sent: Thursday, 9 May 2019 9:37 AM
To: s22 <s22@measurement.gov.au>
Subject: RE: Wednesday interviewing [SEC=UNCLASSIFIED]

Thanks s22 will organise my flights today to suit.

Regards,

s22

**Assistant Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute**

P: s22 | M: s22 | F: s22
s22 n@measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

UNCLASSIFIED

From: s22

Sent: Thursday, 9 May 2019 9:20 AM

To: s22 <s22@measurement.gov.au>

Subject: Wednesday interviewing [SEC=UNCLASSIFIED]

Hey s22

I have a 6.20am flight from Canberra landing at 7.30am in Melbourne.

I then have a 3pm flight from Melbourne to Brisbane.

See you Wednesday.

s22

s22

Administration Officer

National Measurement Institute

Department of Industry, Innovation and Science

P: s22

s22 @measurement.gov.au

UNCLASSIFIED

s22

Subject: STMO Interview - s22 23874 [SEC=UNCLASSIFIED]
Location: B245 - VC
Start: Wed 29/05/2019 11:00 AM
End: Wed 29/05/2019 1:00 PM
Show Time As: Tentative
Recurrence: (none)
Organizer: Meeting Room B245 (Lindfield)

UNCLASSIFIED

s22

From: s22 <s22@measurement.gov.au>
Sent: Monday, 20 May 2019 11:21 AM
To: Meeting Room B245 (Lindfield)
Subject: Accepted: STMO Interview - s22 23874 [SEC=UNCLASSIFIED]

s22

From: s22 <s22@measurement.gov.au>
Sent: Monday, 27 May 2019 3:17 PM
To: s22 ; s22
Subject: RE: STMO Interviews - Lindfield [SEC=UNCLASSIFIED]

Looks good.

Regards,

s22

Assistant Regional Manager

Trade Measurement Services | Legal Metrology Branch | National Measurement Institute

P: s22 | M: s22 | NTM Hotline: 1300 686 664

s22 @measurement.gov.au

National Measurement Institute

1/153 Bertie Street

Port Melbourne Vic 3207

ABN 74 599 608 295

National Measurement Institute | www.measurement.gov.au



Australian Government
Department of Industry,
Innovation and Science

National
Measurement
Institute

The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.

UNCLASSIFIED

From: s22
Sent: Monday, 27 May 2019 2:47 PM
To: s22 <s22@measurement.gov.au>; s22 <s22@measurement.gov.au>
Subject: STMO Interviews - Lindfield [SEC=UNCLASSIFIED]

Hi s22 and s22 ,

Please see attached the interview questions for Wednesday's STMO interview.

Let me know if you have any suggested changes/feedback.

Regards,

s22

A/Regional Manager, Central-East

Trade Measurement Services

Legal Metrology Branch

National Measurement Institute

P: s22 | M: s22 | F: s22

s22 @measurement.gov.au

National Measurement Institute

36 Bradfield Road, West Lindfield NSW 2070

GPO Box 2013 Canberra ACT 2601

ABN 74 599 608 295

UNCLASSIFIED

s22

From: s22 <s22@measurement.gov.au>
Sent: Monday, 27 May 2019 2:47 PM
To: s22 ; s22
Subject: STMO Interviews - Lindfield [SEC=UNCLASSIFIED]
Attachments: Guide to assessing candidates.pdf; STMO Lindfield - Interview Questions 2019.docx

Hi s22 and s22 ,

Please see attached the interview questions for Wednesday's STMO interview.

Let me know if you have any suggested changes/feedback.

Regards,

s22
A/Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute
P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

UNCLASSIFIED



Guide to assessing candidates

Rating	Description	Performance Indicators
Highly suitable	Applicant has exceptionally developed skills, abilities and appropriate personal qualities to perform the role to a high level.	Applicant is able to perform at a high level without direct supervision for one or more of the following reasons: <ul style="list-style-type: none"> <input type="checkbox"/> Has excellent job knowledge <input type="checkbox"/> Is exceptionally reliable <input type="checkbox"/> Has shown an ability to solve problems and apply changes <input type="checkbox"/> Effectively deals with all matters relating to the position.
Suitable	Applicant has relevant skills, abilities and personal qualities to perform the role effectively.	Would require limited supervision to achieve good results because of one or more of the following reasons: <ul style="list-style-type: none"> <input type="checkbox"/> Is reliable and responsible <input type="checkbox"/> Has well developed/sound job knowledge <input type="checkbox"/> Would be able to suggest and initiate improvements <input type="checkbox"/> Would be able to deal with all the routine and most of the complex matters relating to the job
Requires development	Applicant has some skills, abilities and personal qualities relevant to the role, but is limited in others. Would be able to temporarily perform the duties of the job, with close supervision, but would need further development to fully meet the required standard.	Would require close supervision to perform at an acceptable level for one or more of the following reasons: <ul style="list-style-type: none"> <input type="checkbox"/> Has only basic/general job knowledge <input type="checkbox"/> Could follow directions but would require frequent checking/follow up <input type="checkbox"/> Could deal with most routine matters relating to the job <input type="checkbox"/> Work performance is inconsistent
Not suitable	Applicant is unable to demonstrate adequate skills, abilities and personal qualities in relation to the role. Would not be suitable to perform the duties of the job in relation to this capability, even on a temporary basis. OR Unable to determine whether the applicant has the required skills, capabilities and personal attributes to perform the role from the information provided.	Would not be able to perform the duties and would require constant supervision for one or more of the following reasons: <ul style="list-style-type: none"> <input type="checkbox"/> Limited job knowledge <input type="checkbox"/> Makes frequent errors <input type="checkbox"/> Poor work output <input type="checkbox"/> Would have difficulty carrying responsibility or solving problems <input type="checkbox"/> Would have difficulty dealing with routine matters

Applicants who are rated as 'Requires Development' or 'Not Suitable' cannot be placed in a merit pool.

	Rating against the selection criteria							Overall Assessment
	Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	
Date:								
Applicant:								

Our ideal candidate

- A comprehensive knowledge of measurement techniques and trading practices with demonstrated understanding and application of the National Instrument Test Procedures and National Test Procedures.
- Demonstrated ability to think and act strategically, including planning, implementing and monitoring effective work programs and practices.
- Demonstrated high level investigative, case management, analytical and problem solving skills.
- Demonstrated high level investigative case management, analytical and problem solving skills.
- Demonstrated sound interpersonal, written and oral communication skills.
- Self-motivated with a demonstrated ability to lead and participate in a team and to operate independently and responsibility in a field situation.
- A proactive approach to maintain a safe work environment for all staff in the workplace.

Questions

1. **s22** - You have acted in STMO roles, can you tell us about this experience any relevant knowledge and skills you possess that makes you suitable for a Senior Inspector's role?
 - Probe 1 - What did/have you found about the job that you didn't realise it involved?
 - Probe 2 – What did/have you found that has challenged you and resulted in a change to the way you conduct yourself.
 - Probe 3 – How important has teamwork been to the function of your role, and can you tell us how you foster a healthy team environment.
 - Alternate probe 3 - What do you feel was/is the most important function of your STMO role and how did it shape the work environment.

Rating

1. Highly Suitable
2. Suitable
3. Requires Development
4. Not Suitable

May 2019 STMO – Interview Questions

2. (s22) Can you describe an instance where there was difficulty in communicating with a stakeholder? How did you resolve the situation? What was the outcome? What did you learn?
3. (s22) Tell me about a recent situation in which your approach or performance was criticised by your manager or peer. What was the situation? How did you feel? What did you think? What did you do? What was the outcome: - (a) in relation to the issue, and (b) in regards your relationship with the person concerned?

Rating

1. Highly Suitable 2. Suitable 3. Requires Development 4. Not Suitable

May 2019 STMO – Interview Questions

4. (s22) Tell me about a time when the goals towards which you had been working for some time unexpectedly altered. What was the situation? What led up to the alteration? How did you feel about the alteration? What did you think? What did you do? What was the outcome?
5. (s22) What do you believe the key attributes are for a strong team/organisational culture?
Probe 1 -How do you foster (pick an attribute from candidates response) in your team?

Rating

1. Highly Suitable 2. Suitable 3. Requires Development 4. Not Suitable

6. (s22) Can you tell us about a time you have experienced conflict in the workplace and what approach you took to reach a resolution?
Is there anything you would do differently?

7. (s22 If I were to survey all of your immediate colleagues and ask them for 3 words/phrases that best describe you, what would they say? What would the 3 most common phrases/descriptions be?

Probe a. What makes you say that? Can you give me some examples?

Probe b. (If only positive descriptors were given), If I were to ask them for another 2 qualities about you that were less desirable/less helpful in the workplace what do you think they would say? What makes you say that? Give me some examples.

Rating

1. Highly Suitable 2. Suitable 3. Requires Development 4. Not Suitable

Overall thoughts on candidate:

Rating

1. Highly Suitable 2. Suitable 3. Requires Development 4. Not Suitable

s22

From: s22 <s22@measurement.gov.au>
Sent: Thursday, 30 May 2019 2:00 PM
To: s22
Cc: s22
Subject: RE: STMO - Lindfield [DLM=For-Official-Use-Only]
Attachments: 30052019134749-0001.pdf

Hi s22

Selection report looks fine to me other than the spelling of my name on the front page (which I adjusted).

Regards,

s22

Assistant Regional Manager

Trade Measurement Services | Legal Metrology Branch | National Measurement Institute

P: s22 | M: s22 | NTM Hotline: 1300 686 664

s22 @measurement.gov.au

National Measurement Institute
1/153 Bertie Street
Port Melbourne Vic 3207
ABN 74 599 608 295

National Measurement Institute | www.measurement.gov.au



Australian Government
Department of Industry,
Innovation and Science

National
Measurement
Institute

The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.

For Official Use Only

From: s22
Sent: Thursday, 30 May 2019 11:52 AM
To: s22 <s22@measurement.gov.au>
Cc: s22 <s22@measurement.gov.au>
Subject: STMO - Lindfield [SEC=UNCLASSIFIED]

Hi s22 ,

Thanks again for your assistance yesterday.

Please see attached.

If you are happy with the report could you please sign and forward to s22 for review/signing.

Regards,

s22

A/Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute

P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

UNCLASSIFIED



SELECTION REPORT

Job and Application Details			
Classification	APS Level 6	Position Title	Senior Trade Measurement Officer
Division	National Measurement Institute	Job Ref No.	503026
Branch	Legal Metrology Branch		
Section	Trade Measurement Services		

Panel

Convenor/Panel Chair			
Name and signature	s22	Date	
Panel Member			
Name and signature	s22	Date	
Panel Member			
Name and signature	s22	Date	30/5/2019

Attachments

☒ Schedule of Applicants (with reasons for non-shortlisting)

☒ Referee Reports for preferred candidate(s)

SAC Recommendation

Successful Applicant/s and outcome type - i.e. engagement, transfer, promotion

- Promotion

Delegate's Decision

☐ Approved ☐ Not Approved

Name and Signature	Title	Date

s22

From: s22 <s22@measurement.gov.au>
Sent: Thursday, 30 May 2019 11:52 AM
To: s22
Cc: s22
Subject: STMO - Lindfield [SEC=UNCLASSIFIED]
Attachments: Selection Report - STMO Lindfield.docx

Hi s22 ,

Thanks again for your assistance yesterday.

Please see attached.

If you are happy with the report could you please sign and forward to s22 for review/signing.

Regards,

s22
A/Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute
P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

UNCLASSIFIED



SELECTION REPORT

Job and Application Details			
Classification	APS Level 6	Position Title	Senior Trade Measurement Officer
Division	National Measurement Institute	Job Ref No.	503026
Branch	Legal Metrology Branch		
Section	Trade Measurement Services		

Panel

Convenor/Panel Chair			
Name and signature	s22	Date	
Panel Member			
Name and signature	s22	Date	
Panel Member			
Name and signature	s22	Date	

Attachments

☒ Schedule of Applicants (with reasons for non-shortlisting)

☒ Referee Reports for preferred candidate(s)

SAC Recommendation

Successful Applicant/s and outcome type - i.e. engagement, transfer, promotion

- Promotion

Delegate's Decision

☐ Approved

☐ Not Approved

Name and Signature	Title	Date



Schedule of Applicants

No.	First name	Surname	Recruit ability Y/N	Shortlisted (Y/N)	For candidates not shortlisted please provide a brief reason as to why (to be completed by Selection Panel after assessing applications).
1	s22	s22	N	Y	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Please insert additional rows if required.

Assessment

In assessing candidates, panels should conduct an overall assessment of the candidates' skills, experience and personal attributes giving regard to the requirements of the role. There is no requirement to make an assessment against each skill/capability.

The assessment is based on all evidence obtained during the selection process; application, interview, other assessment methods, referee checks etc to determine the relative suitability of each candidate.

Candidate Name	Assessment Comments	Overall Rating (Highly suitable/Suitable/ Requires development/Not suitable)
s22	s22	s22

Please insert additional rows if required.



SAC Recommendation/s

Successful candidate	AURION position number	Proposed start date	Proposed end date (if applicable)	Salary on commencement (Refer to guide below)	Manager and contact number
s22	s22	13/6/19	s22		s22 s22

Salary - Engagements/Transfers/Promotions

- Salary on engagement, transfer or promotion will generally be at the minimum pay point for that classification.
- Salary for existing APS employees, transferring into the department from another agency, will depend on their substantive salary. Recruitment will obtain a copy of their latest payslip and the contact details of their payroll area to determine commencing salary.
- Should you wish to offer above base salary, delegate (General Manager) approval is required and is normally based on the experience, qualifications and skills the employee will bring to the position.



Guide to assessing candidates

Rating	Description	Performance Indicators
Highly suitable	Applicant has exceptionally developed skills, abilities and appropriate personal qualities to perform the role to a high level.	Applicant is able to perform at a high level without direct supervision for one or more of the following reasons: <ul style="list-style-type: none"><input type="checkbox"/> Has excellent job knowledge<input type="checkbox"/> Is exceptionally reliable<input type="checkbox"/> Has shown an ability to solve problems and apply changes<input type="checkbox"/> Effectively deals with all matters relating to the position.
Suitable	Applicant has relevant skills, abilities and personal qualities to perform the role effectively.	Would require limited supervision to achieve good results because of one or more of the following reasons: <ul style="list-style-type: none"><input type="checkbox"/> Is reliable and responsible<input type="checkbox"/> Has well developed/sound job knowledge<input type="checkbox"/> Would be able to suggest and initiate improvements<input type="checkbox"/> Would be able to deal with all the routine and most of the complex matters relating to the job
Requires development	Applicant has some skills, abilities and personal qualities relevant to the role, but is limited in others. Would be able to temporarily perform the duties of the job, with close supervision, but would need further development to fully meet the required standard.	Would require close supervision to perform at an acceptable level for one or more of the following reasons: <ul style="list-style-type: none"><input type="checkbox"/> Has only basic/general job knowledge<input type="checkbox"/> Could follow directions but would require frequent checking/follow up<input type="checkbox"/> Could deal with most routine matters relating to the job<input type="checkbox"/> Work performance is inconsistent
Not suitable	Applicant is unable to demonstrate adequate skills, abilities and personal qualities in relation to the role. Would not be suitable to perform the duties of the job in relation to this capability, even on a temporary basis. OR Unable to determine whether the applicant has the required skills, capabilities and personal attributes to perform the role from the information provided.	Would not be able to perform the duties and would require constant supervision for one or more of the following reasons: <ul style="list-style-type: none"><input type="checkbox"/> Limited job knowledge<input type="checkbox"/> Makes frequent errors<input type="checkbox"/> Poor work output<input type="checkbox"/> Would have difficulty carrying responsibility or solving problems<input type="checkbox"/> Would have difficulty dealing with routine matters

Applicants who are rated as 'Requires Development' or 'Not Suitable' cannot be placed in a merit pool.

s22

From: Warrington, Bruce <Bruce.Warrington@measurement.gov.au>
Sent: Tuesday, 11 June 2019 9:30 AM
To: Bill Loizides - Measurement
Cc: s22 ; s22 ; s22 ; s22
Subject: RE: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]
Attachments: Lindfield STMO - Selection Report.pdf

Hi Bill,

My thanks to s22 for convening the selection panel, and to s22 and s22 for their work on the panel. I am happy to confirm approval to appoint s22 to the Lindfield STMO position as attached, noting that while there was only one application received he was confirmed as suitable for the higher level role.

Kind regards,
Bruce

For Official Use Only

From: Loizides, Bill
Sent: Wednesday, 5 June 2019 9:36 AM
To: Warrington, Bruce <Bruce.Warrington@measurement.gov.au>
Cc: s22 <s22@measurement.gov.au>
Subject: FW: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]

Dear Bruce

I am seeking your approval to appoint s22 to the TMS Lindfield STMO position

Slightly unusual circumstances, with only 1 application for the role, however the selection panel after interview have found s22 suitable.

I support the request to appoint s22 to the STMO role

Bill

Bill Loizides
General Manager
Legal Metrology
National Measurement Institute
P: +61 8 7002 1124 | M: s22 | F: +61 8 7002 1198
Bill.Loizides@measurement.gov.au

National Measurement Institute
22-24 Furness Avenue
EDWARDSTOWN SA 5039
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

National Measurement Institute | www.measurement.gov.au



Australian Government
Department of Industry,
Innovation and Science

National
Measurement
Institute

MEASUREMENT LAW REVIEW DISCUSSION PAPERS
PUBLIC CONSULTATION CLOSING 23 JUNE 2019
TRACEABLE MEASUREMENT | MEASURING INSTRUMENTS | MEASUREMENT-BASED TRANSACTIONS
Find out more at industry.gov.au/measurement-law-review

The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.

The information contained in this e-mail, and any attachments to it, is intended for the use of the addressee and is confidential. If you are not the intended recipient you must not use, disclose, read, forward, copy or retain any of the information. If you received this e-mail in error, please delete it and notify the sender by return e-mail or telephone.

The Commonwealth does not warrant that any attachments are free from viruses or any other defects. You assume all liability for any loss, damage or other consequences which may arise from opening or using the attachments.

The security of emails transmitted in an unencrypted environment cannot be guaranteed. By forwarding or replying to this email, you acknowledge and accept these risks.

For Official Use Only

From: s22
Sent: Tuesday, 4 June 2019 11:08 AM
To: Loizides, Bill <Bill.Loizides@measurement.gov.au>
Cc: s22 <s22@measurement.gov.au>
Subject: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]

Hi Bill,

Please find attached the Recruitment Selection Report and Referee Reports resulting from the interview conducted for the STMO position at Lindfield.

Regards,

s22
A/Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute
P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

For Official Use Only

From: s22
Sent: Tuesday, 4 June 2019 11:26 AM
To: s22 <s22@measurement.gov.au>
Subject: RE: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]

s22 ,

Please forward the application for Bill's viewing.

Thanks,

s2

~

s22

Manager, Trade Measurement Services
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute

P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
33 Kingtel Place
Geebung QLD 4034 Australia
ABN 74 599 608 295
National Measurement Institute | www.measurement.gov.au



Australian Government
Department of Industry,
Innovation and Science

National
Measurement
Institute



The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.

For Official Use Only

From: s22

Sent: Tuesday, 4 June 2019 11:25 AM

To: s22 <s22 @measurement.gov.au>

Subject: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]

Hi s22,

For review and forwarding.

Please find attached the Recruitment Selection Report and Referee Reports resulting from the interviews conducted for the STMO position at Lindfield.

s22

I have also

attached a copy of s22 's employment/higher duties history.

Regards,

s22

A/Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute

P: s22 | M: s22 | F: s22

s22 @measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

For Official Use Only



SELECTION REPORT

Job and Application Details			
Classification	APS Level 6	Position Title	Senior Trade Measurement Officer
Division	National Measurement Institute	Job Ref No.	503026
Branch	Legal Metrology Branch		
Section	Trade Measurement Services		

Panel

Convenor/Panel Chair		
Name and signature ^{s22}	Date	4/6/2019
Panel Member		
Name and signature ^{s22}	Date	3/6/2019
Panel Member		
Name and signature ^{s22}	Date	30/5/2019

Attachments

☒ Schedule of Applicants (with reasons for non-shortlisting)

☒ Referee Reports for preferred candidate(s)

SAC Recommendation

Successful Applicant/s and outcome type - i.e. engagement, transfer, promotion

- Promotion

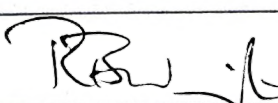
Delegate's Decision



Approved



Not Approved

Name and Signature	Title	Date
Bruce Warrington 	CEO	11 June 2019



Schedule of Applicants

No.	First name	Surname	Recruit ability Y/N	Shortlisted (Y/N)	For candidates not shortlisted please provide a brief reason as to why (to be completed by Selection Panel after assessing applications).
1	s22	s22	N	Y	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Please insert additional rows if required.

Assessment

In assessing candidates, panels should conduct an overall assessment of the candidates' skills, experience and personal attributes giving regard to the requirements of the role. There is no requirement to make an assessment against each skill/capability.

The assessment is based on all evidence obtained during the selection process; application, interview, other assessment methods, referee checks etc to determine the relative suitability of each candidate.

Candidate Name	Assessment Comments	Overall Rating (Highly suitable/Suitable/ Requires development/Not suitable)
s22	s22	s22

Please insert additional rows if required.



SAC Recommendation/s

Successful candidate	AURION position number	Proposed start date	Proposed end date (if applicable)	Salary on commencement (Refer to guide below)	Manager and contact number
s22	s22	13/6/19		s22	s22

Salary - Engagements/Transfers/Promotions

- Salary on engagement, transfer or promotion will generally be at the minimum pay point for that classification.
- Salary for existing APS employees, transferring into the department from another agency, will depend on their substantive salary. Recruitment will obtain a copy of their latest payslip and the contact details of their payroll area to determine commencing salary.
- Should you wish to offer above base salary, delegate (General Manager) approval is required and is normally based on the experience, qualifications and skills the employee will bring to the position.



Guide to assessing candidates

Rating	Description	Performance Indicators
Highly suitable	Applicant has exceptionally developed skills, abilities and appropriate personal qualities to perform the role to a high level.	<p>Applicant is able to perform at a high level without direct supervision for one or more of the following reasons:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has excellent job knowledge <input type="checkbox"/> Is exceptionally reliable <input type="checkbox"/> Has shown an ability to solve problems and apply changes <input type="checkbox"/> Effectively deals with all matters relating to the position.
Suitable	Applicant has relevant skills, abilities and personal qualities to perform the role effectively.	<p>Would require limited supervision to achieve good results because of one or more of the following reasons:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is reliable and responsible <input type="checkbox"/> Has well developed/sound job knowledge <input type="checkbox"/> Would be able to suggest and initiate improvements <input type="checkbox"/> Would be able to deal with all the routine and most of the complex matters relating to the job
Requires development	<p>Applicant has some skills, abilities and personal qualities relevant to the role, but is limited in others.</p> <p>Would be able to temporarily perform the duties of the job, with close supervision, but would need further development to fully meet the required standard.</p>	<p>Would require close supervision to perform at an acceptable level for one or more of the following reasons:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has only basic/general job knowledge <input type="checkbox"/> Could follow directions but would require frequent checking/follow up <input type="checkbox"/> Could deal with most routine matters relating to the job <input type="checkbox"/> Work performance is inconsistent
Not suitable	<p>Applicant is unable to demonstrate adequate skills, abilities and personal qualities in relation to the role.</p> <p>Would not be suitable to perform the duties of the job in relation to this capability, even on a temporary basis.</p> <p style="text-align: center;">OR</p> <p>Unable to determine whether the applicant has the required skills, capabilities and personal attributes to perform the role from the information provided.</p>	<p>Would not be able to perform the duties and would require constant supervision for one or more of the following reasons:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Limited job knowledge <input type="checkbox"/> Makes frequent errors <input type="checkbox"/> Poor work output <input type="checkbox"/> Would have difficulty carrying responsibility or solving problems <input type="checkbox"/> Would have difficulty dealing with routine matters

Applicants who are rated as 'Requires Development' or 'Not Suitable' cannot be placed in a merit pool.

s22

From: Loizides, Bill <Bill.Loizides@measurement.gov.au>
Sent: Tuesday, 11 June 2019 10:42 AM
To: Warrington, Bruce - NMI
Cc: s22 ; s22 ; s22 ; s22
Subject: RE: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]

Thank you Bruce

s22 please proceed with the appointment and thank you again to the panel

Bill

Bill Loizides
General Manager
Legal Metrology Branch
National Measurement Institute
P: +61 8 7002 1124 | M: s22 | F: +61 8 7002 1198
Bill.Loizides@measurement.gov.au

National Measurement Institute
22-24 Furness Avenue
EDWARDSTOWN SA 5039
ABN 74 599 608 295

National Measurement Institute | www.measurement.gov.au



Australian Government
Department of Industry,
Innovation and Science

**National
Measurement
Institute**

The information contained in this e-mail, and any attachments to it, is intended for the use of the addressee and is confidential. If you are not the intended recipient you must not use, disclose, read, forward, copy or retain any of the information. If you received this e-mail in error, please delete it and notify the sender by return e-mail or telephone.

The Commonwealth does not warrant that any attachments are free from viruses or any other defects. You assume all liability for any loss, damage or other consequences which may arise from opening or using the attachments.

The security of emails transmitted in an unencrypted environment cannot be guaranteed. By forwarding or replying to this email, you acknowledge and accept these risks.

For Official Use Only

From: Warrington, Bruce
Sent: Tuesday, 11 June 2019 9:30 AM
To: Loizides, Bill <Bill.Loizides@measurement.gov.au>
Cc: s22 <s22@measurement.gov.au>; s22 (s22@industry.gov.au) <s22@industry.gov.au>; s22 <s22@measurement.gov.au>; s22

<s22 @measurement.gov.au>

Subject: RE: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]

Hi Bill,

My thanks to s22 for convening the selection panel, and to s22 and s22 for their work on the panel. I am happy to confirm approval to appoint s22 to the Lindfield STMO position as attached, noting that while there was only one application received he was confirmed as suitable for the higher level role.

Kind regards,
Bruce

For Official Use Only

From: Loizides, Bill

Sent: Wednesday, 5 June 2019 9:36 AM

To: Warrington, Bruce <Bruce.Warrington@measurement.gov.au>

Cc: s22 <s22 @measurement.gov.au>

Subject: FW: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]

Dear Bruce

I am seeking your approval to appoint s22 s22 to the TMS Lindfield STMO position

Slightly unusual circumstances, with only 1 application for the role, however the selection panel after interview have found s22 suitable.

I support the request to appoint s22 to the STMO role

Bill

Bill Loizides

General Manager

Legal Metrology

National Measurement Institute

P: +61 8 7002 1124 | M: s22 | F: +61 8 7002 1198

Bill.Loizides@measurement.gov.au

National Measurement Institute
22-24 Furness Avenue
EDWARDSTOWN SA 5039
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

National Measurement Institute | www.measurement.gov.au



Australian Government
Department of Industry,
Innovation and Science

**National
Measurement
Institute**

MEASUREMENT LAW REVIEW DISCUSSION PAPERS

PUBLIC CONSULTATION CLOSING 23 JUNE 2019

TRACEABLE MEASUREMENT | MEASURING INSTRUMENTS | MEASUREMENT-BASED TRANSACTIONS

Find out more at industry.gov.au/measurement-law-review

The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.

The information contained in this e-mail, and any attachments to it, is intended for the use of the addressee and is confidential. If you are not the intended recipient you must not use, disclose, read, forward, copy or retain any of the information. If you received this e-mail in error, please delete it and notify the sender by return e-mail or telephone.

The Commonwealth does not warrant that any attachments are free from viruses or any other defects. You assume all liability for any loss, damage or other consequences which may arise from opening or using the attachments.

The security of emails transmitted in an unencrypted environment cannot be guaranteed. By forwarding or replying to this email, you acknowledge and accept these risks.

For Official Use Only

From: s22

Sent: Tuesday, 4 June 2019 11:08 AM

To: Loizides, Bill <Bill.Loizides@measurement.gov.au>

Cc: s22 <s22@measurement.gov.au>

Subject: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]

Hi Bill,

Please find attached the Recruitment Selection Report and Referee Reports resulting from the interview conducted for the STMO position at Lindfield.

Regards,

s22

**A/Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute**

P: s22 | M: s22 | F: s22
s22@measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

For Official Use Only

From: s22

Sent: Tuesday, 4 June 2019 11:26 AM

To: s22 <s22@measurement.gov.au>

Subject: RE: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]

s22 ,

Please forward the application for Bill's viewing.

Thanks,

s22 .
^

s22
**Manager, Trade Measurement Services
Trade Measurement Services
Legal Metrology Branch**

National Measurement Institute

P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
33 Kingtel Place
Geebung QLD 4034 Australia
ABN 74 599 608 295

National Measurement Institute | www.measurement.gov.au



Australian Government
Department of Industry,
Innovation and Science

National
Measurement
Institute

MEASUREMENT LAW REVIEW DISCUSSION PAPERS

PUBLIC CONSULTATION CLOSING 23 JUNE 2019

TRACEABLE MEASUREMENT | MEASURING INSTRUMENTS | MEASUREMENT-BASED TRANSACTIONS

Find out more at industry.gov.au/measurement-law-review

The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.

For Official Use Only

From: s22

Sent: Tuesday, 4 June 2019 11:25 AM

To: s22 <s22 @measurement.gov.au>

Subject: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]

Hi s22,

For review and forwarding.

Please find attached the Recruitment Selection Report and Referee Reports resulting from the interviews conducted for the STMO position at Lindfield.

s22
attached a copy of s22 's employment/higher duties history.

I have also

Regards,

s22

A/Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute

P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

For Official Use Only

s22

From: Warrington, Bruce - NMI
Sent: Tuesday, 11 June 2019 9:30 AM
To: Bill Loizides - Measurement
Cc: s22 ; s22 ; s22 ; s22
Subject: RE: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]
Attachments: Lindfield STMO - Selection Report.pdf

Hi Bill,

My thanks to s22 for convening the selection panel, and to s22 and s22 for their work on the panel. I am happy to confirm approval to appoint s22 to the Lindfield STMO position as attached, noting that while there was only one application received he was confirmed as suitable for the higher level role.

Kind regards,
Bruce

For Official Use Only

From: Loizides, Bill
Sent: Wednesday, 5 June 2019 9:36 AM
To: Warrington, Bruce
Cc: s22
Subject: FW: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]

Dear Bruce

I am seeking your approval to appoint s22 to the TMS Lindfield STMO position

Slightly unusual circumstances, with only 1 application for the role, however the selection panel after interview have found s22 suitable.

I support the request to appoint s22 to the STMO role

Bill

Bill Loizides
General Manager
Legal Metrology
National Measurement Institute
P: +61 8 7002 1124 | M: s22 | F: +61 8 7002 1198
Bill.Loizides@measurement.gov.au

National Measurement Institute
22-24 Furness Avenue
EDWARDSTOWN SA 5039
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

National Measurement Institute | www.measurement.gov.au

MEASUREMENT LAW REVIEW DISCUSSION PAPERS
PUBLIC CONSULTATION CLOSING 23 JUNE 2019
TRACEABLE MEASUREMENT | MEASURING INSTRUMENTS | MEASUREMENT-BASED TRANSACTIONS
Find out more at industry.gov.au/measurement-law-review

The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.

The information contained in this e-mail, and any attachments to it, is intended for the use of the addressee and is confidential. If you are not the intended recipient you must not use, disclose, read, forward, copy or retain any of the information. If you received this e-mail in error, please delete it and notify the sender by return e-mail or telephone.

The Commonwealth does not warrant that any attachments are free from viruses or any other defects. You assume all liability for any loss, damage or other consequences which may arise from opening or using the attachments.

The security of emails transmitted in an unencrypted environment cannot be guaranteed. By forwarding or replying to this email, you acknowledge and accept these risks.

For Official Use Only

From: s22
Sent: Tuesday, 4 June 2019 11:08 AM
To: Loizides, Bill <Bill.Loizides@measurement.gov.au>
Cc: s22 <s22@measurement.gov.au>
Subject: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]

Hi Bill,

Please find attached the Recruitment Selection Report and Referee Reports resulting from the interview conducted for the STMO position at Lindfield.

Regards,

s22

A/Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute

P: s22 | M: s22 | F: s22
s22 @measurement.gov.au

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

From: s22
Sent: Tuesday, 4 June 2019 11:26 AM
To: s22 <s22@measurement.gov.au>
Subject: RE: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]

s22 ,

Please forward the application for Bill's viewing.

Thanks,

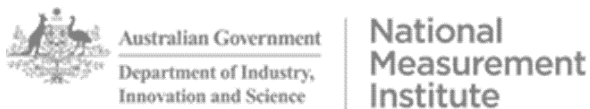
s22 .

s22

Manager, Trade Measurement Services
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute

P: s22 | M: s22 | F: s22
s22@measurement.gov.au

National Measurement Institute
33 Kingtel Place
Geebung QLD 4034 Australia
ABN 74 599 608 295
National Measurement Institute | www.measurement.gov.au



MEASUREMENT LAW REVIEW DISCUSSION PAPERS
PUBLIC CONSULTATION CLOSING 23 JUNE 2019
TRACEABLE MEASUREMENT | MEASURING INSTRUMENTS | MEASUREMENT-BASED TRANSACTIONS
Find out more at industry.gov.au/measurement-law-review

The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.

From: s22
Sent: Tuesday, 4 June 2019 11:25 AM
To: s22 <s22@measurement.gov.au>
Subject: Selection Report - STMO Lindfield [DLM=For-Official-Use-Only]

Hi s22,

For review and forwarding.

Please find attached the Recruitment Selection Report and Referee Reports resulting from the interviews conducted for the STMO position at Lindfield.

s22
attached a copy of s22 's employment/higher duties history.

I have also

Regards,

s22
**A/Regional Manager, Central-East
Trade Measurement Services
Legal Metrology Branch
National Measurement Institute**
P: s22 | M: s22 | F: s22
s22 [@measurement.gov.au](mailto:s22@measurement.gov.au)

National Measurement Institute
36 Bradfield Road, West Lindfield NSW 2070
GPO Box 2013 Canberra ACT 2601
ABN 74 599 608 295

For Official Use Only



SELECTION REPORT

Job and Application Details			
Classification	APS Level 6	Position Title	Senior Trade Measurement Officer
Division	National Measurement Institute	Job Ref No.	503026
Branch	Legal Metrology Branch		
Section	Trade Measurement Services		

Panel

Convenor/Panel Chair	
Name and signature ^{s22}	Date 4/6/2019
Panel Member	
Name and signature ^{s22}	Date 3/6/2019
Panel Member	
Name and signature ^{s22}	Date 30/5/2019

Attachments

☒ Schedule of Applicants (with reasons for non-shortlisting)

☒ Referee Reports for preferred candidate(s)

SAC Recommendation

Successful Applicant/s and outcome type - i.e. engagement, transfer, promotion

- Promotion

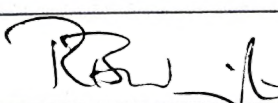
Delegate's Decision



Approved



Not Approved

Name and Signature	Title	Date
Bruce Warrington 	CEO	11 June 2019



Schedule of Applicants

No.	First name	Surname	Recruit ability Y/N	Shortlisted (Y/N)	For candidates not shortlisted please provide a brief reason as to why (to be completed by Selection Panel after assessing applications).
1	s22	s22	N	Y	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Please insert additional rows if required.

Assessment

In assessing candidates, panels should conduct an overall assessment of the candidates' skills, experience and personal attributes giving regard to the requirements of the role. There is no requirement to make an assessment against each skill/capability.

The assessment is based on all evidence obtained during the selection process; application, interview, other assessment methods, referee checks etc to determine the relative suitability of each candidate.

Candidate Name	Assessment Comments	Overall Rating (Highly suitable/Suitable/ Requires development/Not suitable)
s22	s22	s22

Please insert additional rows if required.



SAC Recommendation/s

Successful candidate	AURION position number	Proposed start date	Proposed end date (if applicable)	Salary on commencement (Refer to guide below)	Manager and contact number
s22	s22	13/6/19		s22	s22

Salary - Engagements/Transfers/Promotions

- Salary on engagement, transfer or promotion will generally be at the minimum pay point for that classification.
- Salary for existing APS employees, transferring into the department from another agency, will depend on their substantive salary. Recruitment will obtain a copy of their latest payslip and the contact details of their payroll area to determine commencing salary.
- Should you wish to offer above base salary, delegate (General Manager) approval is required and is normally based on the experience, qualifications and skills the employee will bring to the position.



Guide to assessing candidates

Rating	Description	Performance Indicators
Highly suitable	Applicant has exceptionally developed skills, abilities and appropriate personal qualities to perform the role to a high level.	Applicant is able to perform at a high level without direct supervision for one or more of the following reasons: <ul style="list-style-type: none"><input type="checkbox"/> Has excellent job knowledge<input type="checkbox"/> Is exceptionally reliable<input type="checkbox"/> Has shown an ability to solve problems and apply changes<input type="checkbox"/> Effectively deals with all matters relating to the position.
Suitable	Applicant has relevant skills, abilities and personal qualities to perform the role effectively.	Would require limited supervision to achieve good results because of one or more of the following reasons: <ul style="list-style-type: none"><input type="checkbox"/> Is reliable and responsible<input type="checkbox"/> Has well developed/sound job knowledge<input type="checkbox"/> Would be able to suggest and initiate improvements<input type="checkbox"/> Would be able to deal with all the routine and most of the complex matters relating to the job
Requires development	Applicant has some skills, abilities and personal qualities relevant to the role, but is limited in others. Would be able to temporarily perform the duties of the job, with close supervision, but would need further development to fully meet the required standard.	Would require close supervision to perform at an acceptable level for one or more of the following reasons: <ul style="list-style-type: none"><input type="checkbox"/> Has only basic/general job knowledge<input type="checkbox"/> Could follow directions but would require frequent checking/follow up<input type="checkbox"/> Could deal with most routine matters relating to the job<input type="checkbox"/> Work performance is inconsistent
Not suitable	Applicant is unable to demonstrate adequate skills, abilities and personal qualities in relation to the role. Would not be suitable to perform the duties of the job in relation to this capability, even on a temporary basis. OR Unable to determine whether the applicant has the required skills, capabilities and personal attributes to perform the role from the information provided.	Would not be able to perform the duties and would require constant supervision for one or more of the following reasons: <ul style="list-style-type: none"><input type="checkbox"/> Limited job knowledge<input type="checkbox"/> Makes frequent errors<input type="checkbox"/> Poor work output<input type="checkbox"/> Would have difficulty carrying responsibility or solving problems<input type="checkbox"/> Would have difficulty dealing with routine matters

Applicants who are rated as 'Requires Development' or 'Not Suitable' cannot be placed in a merit pool.

Industry

Promotion N.N. 10752932

Department of Industry, Innovation and Science

s22

Promotion Details

From

Agency:	Department of Industry, Innovation and Science
Classification:	APS Level 5

To

Position Details:	Senior Trade Measurement Officer, Trade Measurement Services
Location:	Lindfield - NSW
Classification:	APS Level 6

Position:	No. NMI20095
Advertised:	10749666: PS18-Thu, Thursday, 2 May 2019

Notes

503026

Note that certain promotion decisions for ongoing APS employees may be reviewable. Relevant information including timeframes for lodging review applications can be found at [Reviewing Promotion Decisions page](#) and the MPC website www.meritprotectioncommission.gov.au.

This notice is part of the electronic Public Service Gazette PS25 - 20 Jun 2019 Published by Australian Public Service Commission.