

'Regarding the Appointment of [s. 11C\(1\)\(a\)](#) Director- Surveillance Australian chief Plant Protection Office

I wish to know:

Position number and when it was gazetted.

[The position number is 105208](#)

[Was advertised in APS Jobs as Director – Plant Health Policy on the 6th May 2022](#)

Where was the job advertised?

[Yes, the original role Director – Plant Health Policy was advertised](#)

How many applicants were considered?

[For the Director – Plant Health Policy there were 27 applications](#)

How was the selection process done:

Selection panel, level of officers in panel, where were officers employed, were all officers from the department?

[A 3 person selection panel was formed, all 3 at the SES level from different Branches in DAWE.](#)

Which criteria were used for the selection?

[The Job description is attached.](#)

Were any applicants who identified as CALD, Indigenous or disabled considered?

[Yes](#)

If a merit list were used:

[Yes](#)

how old was the merit list?

[Advertised on the 6 th May 2022](#)

For which position had the merit list been created?

[Director – Plant Health Policy](#)

May I receive a copy of the documentation the department follows to conduct its recruitment?'

[Recruitment Policy attached](#)



## Director, Plant Health Policy

<b>Job Reference</b>	2022/2269
<b>Classification</b>	EL 2 - \$132,153 - \$153,543
<b>Division</b>	Australian Chief Plant Protection Office
<b>Branch</b>	Plant Health Policy
<b>Section</b>	Several
<b>Location</b>	Canberra, ACT - Canberra City, ACT 2601
<b>Employment Status</b>	Ongoing (permanent)
<b>Hours</b>	Full Time
<b>Security Clearance</b>	Negative Vetting 1

### Who we are

The Australian Chief Plant Protection Officer (ACPPPO) is the primary representative of, and an advisor to, the Australian Government on all matters relating to the management, maintenance and improvement of Australia's plant health status and the systems that support it. The objective of the ACPPPO is to promote a shared vision for plant health that ensures Australia's valuable plant resources and production capacity is protected and enhanced. This in turn drives opportunities for the Australian economy and Australia's plant-based industries through production efficiencies, reduced pest pressures and improved access to domestic and international markets.

The Plant Health Policy Branch provides a national focal point for plant biosecurity issues within Australia and has responsibility for the national leadership in managing Australia's plant health. The work of the branch underpins biosecurity and helps to open new, and maintain existing, domestic and international markets for Australian plant industries. This is achieved by; providing focus for national and international plant biosecurity activities; preparing for and coordinating national responses to plant pests and exotic weeds; promoting reform of the plant biosecurity system; improving plant health capacity and capabilities in near-neighbour countries and trading partners; domestically improving national surveillance and diagnostic capability and capacity; and assisting the department to meet national and international obligations and influencing plant health policies.

The **National Policy and Implementation team** designs, drives and delivers Australian Government policies to manage endemic and established plant pest risks in relation to national biosecurity and trade. The team is also responsible for delivering the Smart Fruit Fly Management measure and the Building Resilience to Manage Fruit Fly package.

The **Plant Health Surveillance team** coordinates surveillance policy, innovation and information exchange to facilitate maintenance and enhancement of a robust, nationally integrated and collaborative plant biosecurity surveillance system to meet national biosecurity outcomes.

## The Job

We are looking for people who are enthusiastic, highly motivated and organised to fill a Director, National Policy and Implementation and Director, Plant Health Surveillance in the **Plant Health Policy Branch**.

The successful applicants will undertake the following work:

- Providing high quality leadership to progress, effectively develop and implement national plant health and surveillance policies and programs including:
  - guiding, mentoring, supervising and motivating staff
  - developing and managing budgets and high-level monitoring and reporting on Section objectives
  - liaising and negotiating to help ensure effective stakeholder engagement; and
  - providing a high level of flexibility, judgement problem solving ability and organisational skills.
- Establishing and maintaining cooperative partnerships and relationships with stakeholders within the plant biosecurity system.
- Coordinating a collaborative approach to plant health surveillance across the department.
- Managing delivery of improved plant biosecurity surveillance and analysis arrangements.
- Building international, national and departmental capability and capacity to support plant health surveillance.
- Building and maintaining relationships with departmental senior executives, state/territory departments of agriculture, Plant Health Australia and other internal and external stakeholders.
- Managing budgets and funding associated with the funding programs and other departmental appropriation.

**Please note** This recruitment process will be used to fill two positions in the **Plant Health Policy Branch**. The merit pool established through this selection process is valid for a period of 18 months from the date the vacancy was advertised in the Public Service Gazette.

## What we are looking for

### Knowledge and experience

The successful applicant will have:

- knowledge of the plant biosecurity system
- experience in strategic planning and working collaboratively across stakeholder groups to achieve outcomes
- experience in project management and in managing programs
- experience in managing and leading a team.

### Skills and capabilities

The successful applicant will have:

- demonstrated ability to manage and leading a team and achievement of team outcomes
- excellent communication skills and ability to consult, negotiate, and present information in a clear, timely and effective manner through oral and written communication
- demonstrated ability to develop and manage a range of internal and external stakeholder relationships, including collaborations to identify opportunities and achieve outcomes
- demonstrated high level organisational skills and the ability to consider problems from a range of perspectives and respond to changing situations with flexibility and rapidness

- demonstrated decision making and strategic leadership ability and the strong ability to prioritise own work and that of team members to meet tight deadlines.

**Desirable qualifications**

Relevant qualifications and/or a professional experience in science, environmental studies, law/policy or similar would be beneficial.

**Eligibility and other requirements**

**Citizenship** - To be eligible for employment with the Department of Agriculture, Water and the Environment you must be an Australian citizen.

**Security Clearance** - This position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

**Pre-employment Check** - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

**MSIC and ASIC Licences** – If the position requires unescorted access within an aviation or maritime security zone, you will be required to obtain and maintain an Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC).

**Requirement to be vaccinated under public health orders**

It is a condition of your employment that:

1. if you are required to be vaccinated against COVID-19 under an applicable Australian law; or
2. if the Department is unable under an applicable Australian law to permit you to attend for work (ie outside of your usual place of residence) unless you are vaccinated against COVID-19,

then you must be up to date with your COVID-19 vaccinations (have received 2 doses minimum) and you must also comply with all recommendations from public health authorities regarding any additional vaccinations that ensure the effectiveness of the COVID-19 vaccine that you have received. At present, all workers in the Northern Territory must be vaccinated including a booster by 22 April 2022. Vaccination is also required for workers at all Queensland airports, Brisbane and Cairns regional offices and Brisbane Gateway Facility.

The department may request, at any time, that you provide it with satisfactory evidence demonstrating your compliance with the applicable Australian law.

For the purpose of this condition:

1. in order to be up to date with your COVID-19 vaccinations, you must have received a minimum of two doses of a COVID-19 vaccine; and
2. an Australian law means a law of the Commonwealth, or any state or territory.

If you do not comply with this condition, or provide satisfactory evidence to the Department demonstrating your compliance with the applicable Australian law in accordance with any request to do so, your engagement may not proceed or your employment may be terminated.

### **Statement of claims**

Applicants are required to submit a current CV/resume and a statement of claims (**750 words maximum**) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position.

The key areas, or points, listed above describe the particular skills, capabilities, knowledge, and experience and where applicable the qualifications required to achieve the desired outcomes for the role and your statement of claims against these is an essential part of the shortlisting process. If shortlisted, applicants may be asked to attend an interview to provide further examples against these key areas/points to demonstrate their ability to perform the duties of the position.

Applicants must demonstrate the ways in which they will be of value to the job and the organisation. You must make sure that you adequately address each key area or point and cite evidence of your suitability. Do not simply state that you meet the requirements - it is essential that you provide examples from your current or past role(s) which demonstrate how you meet each of the key areas or points. You should focus on how your experience, achievements and capabilities will enable you to successfully undertake the responsibilities of the role(s).

### **Work Health and Safety Obligations**

All workers (APS1-Secretary) have a duty to take reasonable care for their own health and safety whilst at work, to ensure their acts or omissions do not adversely affect the health and safety of other persons and to comply with any reasonable instruction given to comply with the Work Health and Safety legislation.

All supervisors and managers (APS5-EL1) play a significant role by modelling safe work behaviours and clearly setting the standard for acceptable behaviour in the workplace. Supervisors and managers play a critical role in supporting 'Officers' to exercise due diligence and in consulting with duty holders.

An Officer (EL2-Secretary) makes and participates in making decisions that affect the whole or a substantial part of the department. Employees at the SES Band 2 and above classification are considered to be Officers under the Work Health and Safety Act 2011 (Cth) with all EL 2 and above required to complete officer due diligence training. Officers have a duty to be proactive and continuously ensure that the department complies with relevant duties and obligations.

### **RecruitAbility**

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information see <https://www.apsc.gov.au/recruitability>.

**Contact**

Name: Bertie Hennecke  
Phone number: 0466 465 161  
Email address: Bertie.Hennecke@awe.gov.au

**Closing Date**

Applications close: 11:00 pm (AEST) on **Sunday, 29 May 2022**





**Australian Government**

**Department of the Environment and Energy**

# **RECRUITMENT POLICY**

**June 2017**



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**PURPOSE**

1. The purpose of this policy is to provide direction to managers and employees on recruitment and selection processes which must comply with legislative requirements.
2. This policy has passed through the Department's staff consultation process. It is a stand-alone policy that must be followed by managers.

**SCOPE**

3. This policy applies to all employees covered by the *Department of the Environment and Energy Enterprise Agreement 2016-2019* (the Agreement), including Parks Australia and the Australian Antarctic Division (AAD).
4. Recruitment and selection processes may vary between operational elements of the Department to meet local needs. Where local procedures differ from those accompanying this policy, they must be documented and endorsed by the relevant SES manager and must meet the standard set in this policy.
5. This policy applies to all non-SES recruitment and selection processes.
6. The legislative provisions contained in the PS Act and its supporting instruments will take precedence over this policy.

**PRINCIPLES**

7. This policy has been developed in accordance with the APS Values and Employment Principles, as well as in the spirit of the following key concepts:
  - meeting the differing needs and requirements of employees, managers and work groups
  - work, health and safety obligations placed on both the employer and employees
  - managers having regard to the reasonableness of a direction and employees understanding the need to follow a reasonable direction
  - managers giving due consideration to requests, including investigating and discussing alternatives and employees being open to discussing those alternatives.

**MERIT**

8. All recruitment decisions in the Department must be based on either competitive or individual merit. A recruitment decision relating to engagement or promotion must be based on competitive merit as set out in section 10A(2) of the Act, which says that a decision relating to engagement or promotion is based on merit if:
  - all eligible members of the community are given a reasonable opportunity to apply to perform the relevant duties
  - an assessment is made of the relative suitability of the candidate/s to perform the relevant duties, using a competitive selection process
  - the assessment is based on the relationship between a candidate's work-related qualities and the work-related qualities genuinely required to perform the relevant duties
  - the assessment focuses on the relative capacity of the candidate/s to achieve outcomes related to the relevant duties
  - the assessment is the primary consideration in making the decision.
9. The application of merit in APS engagement and promotion decisions, as well as certain exceptions to the operation of merit in some cases, is further explained in Part 3 of the Commissioner's Directions.

## **DEPARTMENT'S PRIORITY PLACEMENT REGISTER**

10. The purpose of the register is to facilitate the permanent placement within the Department of ongoing departmental employees who are potentially excess or formally declared as excess employees. Before an ongoing vacant position can be advertised in the APS Gazette, the register must be checked for any excess or potentially excess employees. If an employee at the same classification level as the vacancy is identified, they must be genuinely considered for assignment to the position. This must occur prior to and in isolation from the proposed advertisement. Managers will be advised if a qualifying employee is identified on the register.

## **APS REDEPLOYMENT REGISTER**

11. The APS Redeployment Policy supports the redeployment of excess employees across the APS. Prior to filling an ongoing vacancy in the APS Gazette, the Recruitment Section will conduct a search of the register for any employees at the level of the vacancy.
12. Any candidates on the register must be considered in isolation by the manager before a recruitment process commences. The Recruitment Section will provide advice to the manager about this process.

## **VACANCIES NOTIFIED IN THE APS GAZETTE**

13. All vacancies notified in the APS Gazette will appear on the Department's external website and should be placed on 'Latest Job Vacancies' on the intranet by the relevant line area. AAD vacancies advertised in the APS Gazette are published on AAD's external website and internal vacancies are placed on AAD's intranet.
14. If the intended outcome of a recruitment process is an ongoing engagement or a promotion, a competitive merit based selection process open to all eligible members of the community is required.

## **SELECTION ADVISORY COMMITTEE COMPOSITION**

15. The composition and number of members of a selection committee should be agreed to by the delegate prior to commencing a recruitment activity. It is generally recommended that, for a vacancy which has been notified in the APS Gazette, a selection committee will comprise three members:

- Chair – generally the manager of the advertised position
- second member – a departmental employee from the same or another work area
- independent member – a departmental employee from another division.

The Department prefers the Chair of the selection committee to be substantively one level above the level of the advertised position, but in some cases the delegate may agree the Chair can be at the same substantive level as the advertised position. Other members may be acting at the level of the advertised position. At least one member of the committee should be accredited through the Department's online accreditation system and the selection committee should also reflect a gender mix.

16. The selection committee must comply with the following fundamental requirements for recruitment processes:
  - all employment decisions will be transparent and conform to the merit principle
  - decision makers will act without patronage, favouritism, bias or unlawful discrimination
  - the selection process will have close regard to the principles of workplace diversity and natural justice
  - assessments will be against work level standards and the Department's core capability framework

- members of the selection committee must declare any conflict of interest that arises during the selection process e.g. a personal relationship with an applicant.

#### **RECOMMENDED TIME TO FILL A VACANCY**

17. The time between the closing date of APS Gazette advertising and delegate approval of the selection committee's report is expected to be no more than 40 calendar days.

#### **REFEREE REPORTS**

18. Referee reports must be sought for all candidates who are considered potentially suitable for a position in the Department. The Department does not have a preference for written or verbal references, but obtaining verbal references allows the selection committee to explore issues further. Verbal references must be transcribed and approved by the referee either by signing the report or by email.
19. If a referee report contains adverse comments about a candidate, the report must be provided to the candidate. The referee must be advised that the adverse report has been provided to the candidate and the candidate must be given the opportunity to respond to adverse comments.
20. Selection committee members who are asked to provide a referee report for a candidate are required to complete and submit a written referee report prior to commencing the short-listing process.
21. Recruitment and selection policies and processes must comply with the Privacy Act 1988. It is usual practice when applying for a position in the Department for an applicant to include their current manager as a referee. The applicant would therefore be expecting, or giving implied consent to, the Department contacting the manager to discuss their work performance in relation to the selection criteria for the position. If the Department wishes to seek a referee report from someone other than the person the applicant has nominated, they will notify the applicant before seeking the report in accordance to Schedule 3, clause 10 of *the Privacy Act 1988*.

#### **DOCUMENTING THE SELECTION PROCESS**

22. Selection committees are required to prepare a selection report, using the departmental template, which records the selection process and makes a recommendation to the delegate about the preferred candidate(s).

#### **PROVIDING FEEDBACK TO CANDIDATES**

23. It is expected that the selection committee will provide feedback to all candidates on request; and particularly to candidates who have been interviewed. This allows for a demonstration of transparency in the selection process and provides an opportunity for candidates to evaluate their performance in the selection process.

#### **AFFIRMATIVE MEASURES FOR INDIGENOUS EMPLOYMENT**

24. The Department recognises the importance of improving employment outcomes for Indigenous Australians, and ensuring that the diversity of the APS workforce reflects that of the Australian community. The Department continues to support the recruitment of Aboriginal and Torres Strait Islander people by encouraging the use of the affirmative measures contained in the Commissioner's Directions.
25. In approving the notification of a vacancy in the APS Gazette, the delegate may decide to identify the vacancy as being open only to Aboriginals or Torres Strait Islanders within the meaning of the *Racial Discrimination Act 1975*. The delegate must ensure that, in all other

respects, a decision to fill the vacancy is made in a way that meets the requirements of this policy.

26. The delegate must ensure that the selection process for an affirmative measures vacancy only applies to applicants who:
  - are of Aboriginal and/or Torres Strait Islander descent and
  - identify as Aboriginal and/or Torres Strait Islander and
  - are accepted by their community as being Aboriginal and/or Torres Strait Islander.

#### **AFFIRMATIVE MEASURES FOR DISABILITY EMPLOYMENT**

27. The Department recognises the importance of improving employment outcomes for persons with a disability, and to ensure that the diversity of the APS workforce reflects that of the Australian community.
28. In approving a vacancy the delegate may decide to identify the vacancy as being open only to persons who have a disability, or a particular type of disability.
29. The delegate can approve the engagement or promotion of a person with disability where a Disability Employment Service provider has assessed that person as being unable to compete on merit.

#### **JOINT MANAGEMENT AGREEMENTS**

30. The Director of National Parks jointly manages Uluru-Kata Tjuta, Booderee, and Kakadu National Parks with Traditional Owners. The joint management arrangements require the Director to consult with the relevant Traditional Owners on decisions about recruitment and selection activities.

#### **ENGAGEMENT OF NON-ONGOING EMPLOYEES**

31. Managers are encouraged to fill vacancies through the reassignment of duties of an ongoing employee before considering the engagement of non-ongoing employees. This aligns with the PS Act which says the usual basis for engagement is as an ongoing APS employee.
32. A non-ongoing APS employee can be engaged for an initial period of eighteen months or less.
33. This is applied to all non-ongoing employment, including identified and affirmative measures positions.
34. The initial period of eighteen months can be extended to a maximum term of three years, based on the employee's performance. The Recruitment Section/AAD HR and the Performance Team will provide advice to the manager about this process.

#### **ORDER OF MERIT**

35. An advertised vacancy can be used to fill similar vacancies if all of the below apply:
  - the same employment category is applied (ongoing or non-ongoing)
  - the positions have similar duties
  - the positions are at the same classification
  - the positions are performed in similar locations.
36. On a case by case basis, the use of merit lists across agencies is possible where the above criteria have been met; and the gaining and losing Agency Head and the applicant agree to the recruitment.

## DELEGATIONS

37. The Secretary has exercised authority to delegate certain powers under the Act relating to recruitment and selection activities to certain managers. The complete list of [Human Resources Delegations](#) is available on the intranet.
38. There may also be local policies in place from time to time that differ between divisions in relation to the exercise of delegations for recruitment and selection activities. Managers and delegates should make sure they are aware of these arrangements by contacting their Corporate Support Unit or the Recruitment Team.

## DEFINITIONS

39. For the purposes of this policy, the following definitions apply:

<b>AAD</b>	Australian Antarctic Division
<b>APS</b>	Australian Public Service
<b>APS Gazette</b>	The weekly electronic publication of APS vacancies produced by the Australian Public Service Commission
<b>Assignment</b>	<p>The allocation of duties and location to a departmental employee (s25 PS Act)</p> <p>Assignments can be ongoing (RoD) or non-ongoing (TRoD), and can be at level, to a higher level (on a temporary basis only) or to a lower level.</p> <p>Once a person is engaged, delegates have the authority to assign and reassign duties to that employee and the location at which those duties are to be carried out. A promotion decision is put into effect by assignment of duties to a higher classification and may only occur where the selected candidate is an APS employee and the job was advertised as ongoing.</p>
<b>Delegate</b>	Person to whom the Secretary has delegated authority to make a decision on his behalf.
<b>Commissioner's Directions</b>	<i>Australian Public Service Commissioner's Directions 2016</i>
<b>Department</b>	Means Department of the Environment and Energy
<b>Disability</b>	Means intellectual and/or physical disability.
<b>Engagement</b>	Employment of a person from outside of the APS (s22 PS Act) or a person who has been a non-ongoing employee and won an ongoing position in the Department.
<b>Merit based decisions</b>	Merit is the basis of all selection decisions in the APS. It is defined in section 10A(2) of the Act and is explained in paras 8 and 9 of this policy.
<b>Ongoing</b>	Refers to either an employee (someone who is employed for an unlimited period) or a position (available for employment for an unlimited period). Ongoing positions or vacancies are also identified as permanent positions.
<b>Natural justice</b>	A person's right to expect that any administrative decision is taken by an unbiased delegate based on open and fair decision-making processes with the

	opportunity to respond to any statements that are inconsistent with their own declarations.
<b>Non-ongoing</b>	Refers to either an employee (someone who is employed for a limited period) or a position (available for employment for a limited period). Non-ongoing positions or vacancies are also identified as temporary.
<b>PS Act</b>	<i>Public Service Act 1999</i>
<b>Procedural fairness</b>	Requirement that delegates will act without bias or self-interest and base decisions on compelling evidence and those who may be adversely affected by evidence presented by others are given an opportunity to be heard.
<b>Promotion</b>	<p>Assignment to duties at a higher level as the result of a competitive selection process (s25, s26 PS Act) after advertising in the APS Gazette.</p> <p>Where an employee has been promoted from another APS agency, the PS Regulations (Reg 3.8) specify that the date of effect (the start date) shall be four weeks from notification of the promotion in the APS Employment Gazette, or an agreed earlier time.</p>
<b>Regulations</b>	<i>Public Service Regulations 1999</i>
<b>RoD</b>	Reassignment of duties on an ongoing basis to the same or lower classification level (s25 PS Act).
<b>Substantive level</b>	The classification level that an employee has either been engaged as or promoted to.
<b>TRoD</b>	Temporary reassignment of duties to a higher, same or lower classification level for a limited period (s25 PS Act).
<b>Transparency</b>	Requirement that a clear and fair process that all candidates know about has been followed and documented providing sufficient soundly based evidence for a fair decision(s) to be made.

## RELATED DOCUMENTS

40. This policy should be read in conjunction with the Agreement and:

- the *Public Service Act 1999*
- the *Public Service Regulations 1999*
- the *Public Service Commissioner's Directions 2016*
- the *Fair Work Act 2009*
- APS Redeployment Policy
- departmental recruitment guidelines published on the [intranet](#).

## CONTACTS

41. Enquiries about this policy should be directed to the [Recruitment Section](#) in Canberra or, for AAD employees, the AAD HR area.

## CONSULTATION

42. The Department will consult with employees, particularly any affected employees, in relation to any proposed change to this policy. Any proposed change will be tabled at the

Departmental Consultative Committee for their consideration. The Department undertakes to give prompt and genuine consideration to any matters raised during the consultation period.

#### REVIEW RIGHTS

43. In accordance with section 33 of the PS Act and Part 5 of the *Public Service Regulations 1999*, an employee is entitled to request an internal review of certain decisions/actions that relate to their employment, noting that not all decisions/actions are reviewable under the PS Act and Public Service Regulations 1999. The request for review must be made within 120 days of the decision being made or the action occurring.

#### REVISION HISTORY

Date	Version	Description	Author	Approved by
28/10/2015	0.1	Draft	Angela Dodgson	
September 2016	0.2	Draft for consideration by employees	Workforce Strategies Section	David Williams Assistant Secretary People Strategies Branch
June 2017	0.3	Final following consultation with employees	Workforce Strategies Section	Abby Whiting Acting Assistant Secretary People Strategies Branch