



# Our People

## Senior executive team

### **Robin Sullivan - Commissioner for Children and Young People**

*CertTch (KGTC), BA, B Ed (Qld), M Ed (JCU), D Univ (QUT), HonD Ed (CQU), FACE, FQIEA FACEL*

Robin was appointed Children's Commissioner in April 1999 after a lengthy career in Education Queensland. She became the state's first married female state high school principal and in 1997, became the first female Deputy Director-General of Education. Her work in education has provided her with a wealth of practical experience, and a long-standing involvement in the education and welfare of disadvantaged children.

Robin is a member of the Child Protection Council, the Reference Group of the Queensland Crime and Misconduct Commission, and the Queensland Child Care Forum. She also contributes to a range of policy agendas at state and national level.

In 2002-03, Robin received an Honorary Doctorate of Education from Central Queensland University for her services to education, and was awarded the Centenary of Federation Medal for distinguished service and commitment to children and their welfare.

### **Barry Salmon - Executive Director**

*Dip T, BA, B Ed, M Ed St*

Barry began his career as a primary teacher and has over 25 years of practical experience in supporting young people, teachers and administrators in Queensland schools. He worked as a Principal Policy Officer at Education Queensland, managing the Effective Learning and Teaching Unit and leading the development of the state's early intervention process for literacy and numeracy - the Year 2 Diagnostic Net - which is still in use today.

In 1996 Barry was appointed Assistant Director of the Queensland School Curriculum Council, managing the Preschool to Year 10 (P-10) curriculum development program, and successfully advocating for an outcomes-based approach to the curriculum.

In September 2001, Barry was appointed Executive Director of the Commission. He is responsible for the Commission's Employment Screening, Community Visitor and Complaints and Investigations functions. Barry is strongly committed to the view that strengthening the relationships surrounding children and young people is fundamental to their wellbeing.

From 21 October 2002 to 31 January 2003 Barry acted in the position of Commissioner.

## Management team

### **Anthony Benedetti – Manager, Complaints and Investigations**

*B Soc Wk (Hons), M Pub Admin, LLB, Barrister-at-law, BA (Hons)*

Anthony has managed the Commission's Complaints and Investigation Unit for the past 5½ years and has 19 years of professional experience working in the field of statutory child welfare and juvenile justice.

Before joining the Commission, Anthony worked in a variety of positions in the Department of Families, including Family Services Officer, Team Leader, Area Office Manager, Senior Crisis Care Worker, Principal Court Services Advisor and in various Senior Legal and Senior Policy Officer roles. Anthony has also worked for the Office of the Intellectually Disabled Citizens' Council and for the Office of the Director-General in the Department of Families.

Jody-Ann Gornick acted in the position of Manager, Complaints and Investigations from 13 April to 13 June 2003.

### **Sue Howard – Manager, Research**

*Cert Tch, BA, B Ed St, Grad Dip Lib St, M Phil*  
Sue has managed the Commission's Research Unit for four years, overseeing research and analysis of issues impacting on children and young people. Originally a secondary English and Maths teacher, she has taught in Queensland, Western Australia and South Africa, mostly in schools with disadvantaged students. With Education Queensland, Sue worked in the areas of teacher professional development, human relationships education and behaviour management.

Sue has developed and delivered Communication courses at Griffith University. She has also lectured in Human Development, Teaching-Learning, Policy and Professional Studies and supervised student teachers. In addition, she is a qualified librarian. Before joining the Commission, Sue worked with the Queensland School Curriculum Council, advising on curriculum development and standardised testing. Sue is committed to social justice issues and has undertaken voluntary work with Playgroup and P&C Associations and has sat on a wide range of committees.

Sue was seconded to Education Queensland in April 2003, with Julie Harcourt acting in the position of Manager, Research from 22 April to 30 June 2003.

### **Samantha Keegan - Principal Communications Advisor**

*B Bus Comm, M Bus (Comm), ATCL*

Samantha started her career as a television and radio journalist, spending nearly ten years in the industry, including three as a Regional News Editor for the Seven Network and ABC Radio News. She has also worked as a freelance print journalist, as an editor for an on-line publishing company, and as weekend News Editor for 4BH Radio, Brisbane.

Samantha joined the public service in 1998, and has worked in marketing and communications roles in Emergency Services, Queensland Health and the Department of Families. She was appointed as the Commission's Principal Communications Advisor in March 2002, and is responsible for strategic communication planning, media advice, marketing and communications, corporate identity, publications and events.

### **Michelle Miller - Manager, Employment Screening Services**

*LLB, Barrister-at-law*

Michelle is a Barrister of the Supreme Court of Queensland. With over ten years' experience in the court system, she has an extensive knowledge of Queensland criminal law and rules of evidence. She was a Legal Officer with the Office of the Director of Public Prosecutions (DPP) and a Victim Support Liaison Officer responsible for supporting children and young people through the criminal justice system. Michelle has also acted as a Senior Project Officer in the Courts Research and Strategy Division, Department of Justice and the Attorney-General, providing advice on legal and policy issues.

Michelle joined the Commission as Manager, Employment Screening Services in 2001, and was responsible for establishing the Commission's Employment Screening Services Unit. She is responsible for managing the Working with Children Check.

### **Peter Noyes - Manager, Corporate Services**

*Adv Cert Bus (Mgt), Assoc Dip Bus (Mgt), Grad  
Cert Pub Sec Mgmt*

Peter has extensive experience in managing financial and corporate services in government in Queensland. He has worked as a Hospital Manager for Queensland Health in country hospitals around the state, and as Senior Finance and Administration Officer and Senior Purchasing Officer for Education Queensland. Most recently, Peter spent five years as Corporate Services Manager of the Queensland School Curriculum Council.

Peter was appointed as the Commission's Corporate Services Manager in April 2002 and oversees:

- financial and budget management and reporting
- human resource management
- workplace health and safety
- information management and technology
- facilities and asset management, and
- administrative support and security.

### **Dennis Palmer - Manager, Community Visitor program**

Dennis began his career in a large newspaper's engineering department, before lecturing in a pilot pre-apprenticeship scheme for unemployed young people. He has also worked as a volunteer youth worker for the Uniting Church in South Australia, moving to Queensland to continue this work following study in the United States. Dennis worked in several roles at Education Queensland over 18 years, enhancing learning opportunities for young people in rural communities, managing a large conference venue and producing financial and workforce management reports. He joined the Commission in March 2001 to implement the expanded Community Visitors program.

As Manager of the Community Visitor program, Dennis is responsible for the recruitment, training and coordination of 24 Community Visitors throughout Queensland, identifying and liaising with visitable sites, and managing the Community Visitor reporting process.

### **Kathryn Mandla - Principal Policy Advisor LLB, BA**

Kathryn was the Commission's Principal Policy Advisor for most of the financial year. She has experience in the social, legal and economic issues around child rights, education, Aboriginal and Torres Strait Islander issues, and administrative law. She provided advice on laws, policies and practices impacting on children and young people and coordinated submissions and briefs to Government and other agencies to ensure children and young people's interests are promoted and protected.

Kathryn was seconded to the Department of the Premier and Cabinet in January 2003, and was appointed as Director of the Office for Women in June 2003. Her position was filled by Amanda Scarpato from 28 October 2002 to 31 January 2003, Natalie Giess from 3 February 2003 to 2 May 2003 and Allison Tait from 6 May to 30 June 2003.

### **Staff profile**

At 30 June 2003, the Commission had 64 full-time equivalent (FTE) positions, and an additional 12 FTE positions for temporary contractors to meet demand for employment screening services.

Of the Commission's 64 FTE staff, 22 FTEs are permanent positions and 44 FTEs are temporary.

These figures reflect the Commission's rapid growth since the proclamation of the new *Commission for Children and Young People Act 2000* in February 2001.

The increase in staffing reflects the expansion of the Working with Children Check to include the screening of volunteers from 1 May 2002, as well as a number of short-term projects, including the Working with Children Kit and Training Program, Child Advocacy Training Program, and Review of Child Labour Project.

The Commission's workforce at 30 June 2003 was made up of the positions listed on the following table, and represented in the Organisational Chart on page 16.

The table also shows the gender profile of the Commission at 30 June 2003.

Position	FTE	Male	Female
Commissioner for Children and Young People	1	-	1
Executive Director	1	1	-
Manager, Complaints and Investigations (1) Manager, Corporate Services (1) Manager, Research (1) Principal Policy Advisor (1) Manager, Employment Screening Services (1) Project Manager, Child Labour Review (1)	6	3	3
Principal Communications Advisor (1) Manager, Community Visitors (1) Project Manager, Working with Children Kit (1)	3	2	1
Senior Policy Officer (1) Senior Research/Project Officer (3.8) Senior Project Officer, Advocacy (0.8)	5.6	0.8	4.8
Executive Officer to the Commissioner (1) Project Officer, Database Development (1) Complaints and Investigations Officer (1.8) Community Visitors (4.2) Communications Officer (1) Graphic Designer (0.6)	9.6	1.7	7.9
Corporate Services Officer (1) Research Officer, Child Labour Review (1) Web Development Officer (0.4) Research Officer (2)	4.4	1.4	3
Corporate Services Officer (3) Program Support Officer (1) Complaints and Investigations Officer (0.2) Screening Officer (6)	10.2	1	9.2
Receptionist (1) Research Assistant (0.2) Administrative Officer (16)	17.2	4	13.2
Legal Officer (6)	6	3	3
	<b>64.0</b>	<b>17.9</b>	<b>46.1</b>

## Women

- Women occupy 50% of senior executive positions compared with the Office of the Public Service Merit and Equity target of 25%
- Women also occupy 60% of middle management positions (A06-A08) compared with the target of 40%
- Of the 89 full-time and part-time temporary and permanent staff, 20 are male (22.5%) and 69 are female (77.5%)

## Staff development

The Commission supports staff in enhancing their skills and competencies to meet the needs of clients. To achieve this, the Commission allocates funds for training and professional development as part of its budget process.

Throughout the year, a number of Commission staff attended training programs, seminars and conferences, both as participants and presenters representing the Commission.

### Induction Program

In 2002-03, the Commission developed and implemented an induction program for new staff to the Commission. At the induction program staff are provided with a kit containing key policies and practices, and other organisational information such as the Code of Conduct. The program is intended to help new staff understand the work of the Commission and their rights and responsibilities as staff members.

### Prevention of workplace bullying and harassment

During the financial year, the Commission provided training and information to staff on the prevention and reporting of workplace bullying and harassment.

### System upgrade training

Staff received upgrade training to Microsoft Office XP, following the Commission's information technology network upgrade in September 2002.

### Community Visitor training

The Commission also conducted two three-day training and development workshops for its Community Visitors. These workshops provided an important information sharing and networking

opportunity between the statewide Community Visitors, other Commission staff and a range of external agencies.

### Indigenous Graduate Program

The Commission's Indigenous Graduate Program continued during the financial year, with the Indigenous Graduate completing her contract in April 2003. In her time with the Commission the graduate worked across the three program areas of Communications, Policy and Research.

## Workforce management

### Employment conditions

The staff of the Commission are employed under the *Public Service Act 1996*, excluding the Commissioner and Community Visitors, who are employed under the *Commission for Children and Young People Act 2000*. The Commission is also covered by the State Government Departments' Certified Agreement 2000.

### Industrial relations representation

During the year, the Commission had both management and union representatives on the Department of the Premier and Cabinet and Associated Agencies Consultative Committee, which is responsible for monitoring the implementation of the Certified Agreement 2000.

### New working hours arrangements

In September 2002, the Commissioner approved a revised Working Hours Arrangements policy. The new policy provides a commitment to effective flexible work practices to attract and retain employees and minimise absenteeism and staff replacement costs. The policy recognises the benefits of providing flexibility for staff to better balance work and family commitments, increase job satisfaction and stress reduction.

### Flexible recruitment practices

The Commissioner also approved the adoption of the Office of the Public Service Commissioner Directive 01/03 on Recruitment and Selection which provides flexibility in the recruitment and selection of staff in certain circumstances. For example, this gives the Commissioner discretion to appoint officers to their existing position should it be reclassified without going through a merit selection process (subject to certain conditions).



### **Secondments**

During the year, the Commission continued to support the activities of other departments by approving the secondment of Commission staff to the Department of the Premier and Cabinet and Education Queensland. The Commission also seconded staff from the Department of Families, Department of State Development, Department of Information, Innovation and Information Economy, Sport and Recreation Queensland, the Department of Public Works and Education Queensland.

### **Commitment to flexible working practices**

The Commission remains committed to improving work practices for staff, especially in the areas of balancing work, family and other life commitments, and identifying flexible work practices in providing its services to clients.

### **Diversity**

- Three staff of the Commission were Indigenous (two Community Visitors, one Graduate Trainee)
- Approximately 8.9% of staff are from a non-English speaking background (migrant or first-generation born in Australia)

### **Including children and young people**

During the year, the Commission provided the opportunity for an Indigenous young person to sit on a selection panel for the selection of a person to fill the position of Senior Project Officer (Advocacy Training Project). Specific training in relation to shortlisting and interviewing techniques was provided to the young person by the Executive Director of the Commission.

Young people were also involved in a range of presentations and events hosted by the Commission.

# Organisational chart

