



Government
of South Australia

Minister for Child Protection

GPO Box 1838
Adelaide SA 5001
DX 838

Tel 08) 8303 2926

minister.sanderson@sa.gov.au
www.childprotection.sa.gov.au

19MCP/1314
7588811

Ms Jayne Stinson MP
Member for Badcoe
407 Marion Road
PLYMPTON SA 5038

Dear Ms Stinson

On 16 September 2019, the Office of the Minister for Child Protection received your application made pursuant to the *Freedom of Information Act 1991* (the Act) for access to –

“All documents including emails, correspondence, memos, briefings and any other documents relating to the selection panel and process regarding the appointment of Mr Samuel Diprose as Senior Business Support Officer.”

A search of documents held by the Office of the Minister for Child Protection was undertaken and 25 documents have been identified as falling within scope of your request.

As you will note in the attached Schedule of Documents, documents **4, 9, 16,** and **18** are partially exempt pursuant to Schedule 1, Clause 6(1) of the Act.

Documents **2, 5, 6,** and **7** have been refused pursuant to Schedule 1, Clause 6(1) of the Act.

In considering the application of the personal affairs clause, I am mindful the release of personal information such as address, personal email address and banking details may be considered unreasonable disclosure of a public servant. As such, I am applying this clause to the personal information contained within these documents.

Components of Document 24 and 25 have been redacted as they contain information which falls out of scope of your request.

Please be aware that in accordance with the Department of the Premier and Cabinet Circular PC405, *Disclosure Logs for Non-Personal Information Released through Freedom of Information*, this agency is required to publish a log of all non-personal information released under the FOI Act.

There are no costs levied for the processing of your application.

If you have any questions regarding this determination, please do not hesitate to contact me by telephoning (08) 8303 2926.

If you are dissatisfied with this determination, you can seek an Internal Review by writing to the Hon. Rachel Sanderson MP, Minister for Child Protection as the Principal Officer. Your request should be sent within 30 days of receipt of this letter.

I have enclosed a copy of your rights to review and appeal this determination, which explains your review options.



Elizabeth Staniford
Accredited Freedom of Information Officer
Office Manager
Office of the Minister for Child Protection

16 / 10 / 2019

FREEDOM OF INFORMATION DOCUMENT SCHEDULE

OFFICE OF THE MINISTER FOR CHILD PROTECTION

OMCP REFERENCE NUMBER: 19MCP/1314

FOI REFERENCE NUMBER: 7588811

ITEM	DATE	TITLE	DETERMINATION	OTHER
1	7/9/2018	Minute from Elizabeth Staniford	Full Release	
2	7/9/2018	Samuel Diprose – CV	Refused Release	6(1)
3	20/9/2018	Email – From Elizabeth Staniford	Full Release	
4	19/9/2018	Employee Engagement Form	Partial Release	6(1)
5	19/9/2018	New Employee Details	Refused Release	6(1)
6	19/9/2018	Banking Details From	Refused Release	6(1)
7	19/9/2018	Tax File Number Declaration	Refused Release	6(1)
8	17/9/2018	Email – From Elizabeth Staniford	Full Release	
9	20/9/2018	Offer of Employment	Partial Release	6(1)
10	24/9/2018	Email – From Elizabeth Staniford	Full Release	
11	24/9/2018	Email – From Samuel Diprose	Full Release	
12	24/9/2018	Email – From Elizabeth Staniford	Full Release	
13	13/9/2018	DCSI Child Related Employment Screening	Partial Release	6(1)
14	20/9/2018	Email – From Elizabeth Staniford	Full Release	
15	20/9/2018	Email – From Rachel Jackson	Full Release	
16	20/9/2018	Email – From Elizabeth Staniford	Partial Release	
17	18/9/2018	Email – From Elizabeth Staniford	Full Release	
18	17/9/2018	Email – From Samuel Diprose	Partial Release	6(1)
19	17/9/2018	Email – From Elizabeth Staniford	Full Release	
20	8/10/2018	Email – From Elizabeth Staniford	Full Release	
21	8/10/2018	Email – From Jessica Mensforth	Full Release	
22	8/10/2018	Email – From Elizabeth Staniford	Full Release	

23	2/10/2018	Email – From Jessica Mensforth	Full Release	
24	8/10/2018	Email – From Rachel Jackson	Partial Release	Components are out of scope
25	2/10/2018	Email – From Elizabeth Staniford	Partial Release	Components are out of scope

FOI FACT SHEET

Your Rights to Review and Appeal

South Australian Freedom of Information Act 1991

Please read the information in this fact sheet before completing the attached application form

INTERNAL REVIEW

If you are unhappy with a determination made by an agency (includes South Australian State Government Agency, Local Government Council or University) under the *Freedom of Information Act 1991* (FOI Act) in relation to:

- a freedom of information (FOI) application for access to a document, or
- an FOI application for amendment to your personal records

in most cases, you are entitled to apply for an Internal Review of that determination.

Request an Internal Review

An Internal Review must be lodged within 30 calendar days of you receiving advice of a determination that you are unhappy with.

Applications must be made in writing in accordance with Section 29 or Section 38 of the FOI Act or using the attached *FOI Application Form for Internal Review of a Determination* (Internal Review Form).

An Internal Review application must be made to the Principal Officer of the agency that made the determination you are seeking to have reviewed.

How much does an Internal Review cost?

There is an application fee of **\$36.75** that must be paid when you lodge your Internal Review application if your review request is for access to documents.

There is no application fee for an Internal Review of an FOI application for amendment to your personal records.

Agencies generally accept payment by cash, money order or cheque. If you would like to pay by credit card you will need to ask the agency if they are able to accept credit card payments.

If, as a result of an Internal Review an agency changes or reverses a determination so that access to a document is, or will be, given, the agency will refund the Internal Review application fee paid by the applicant, where applicable.

What if I have a concession card or can't afford to pay?

If you are the holder of a current concession card or if you can satisfy the agency that the payment of the application fee would cause financial hardship, the agency must waive or remit (reduce or refund) it.

If you are a concession cardholder you will need to provide evidence e.g. attach a copy of your concession card when you make the application. Alternatively you will need to give written reasons as to why the payment of a fee would cause you financial hardship.

How long does an Internal Review take?

You will be advised of the outcome of your Internal Review application within 14 calendar days of it being received by the agency.

If the agency does not deal with your Internal Review application within 14 calendar days (or you remain unhappy with the outcome of the Internal Review) you are entitled to an External Review

by the Ombudsman SA. Alternatively you may apply for a review by the South Australian Civil and Administrative Tribunal (SACAT). See the External Review section below.

When can't I apply for an Internal Review?

If the original application determination was made by the Principal Officer of an agency rather than another accredited FOI Officer within the agency, you cannot apply for an Internal Review. However, you can apply for an External Review by the Ombudsman SA or apply for a review by SACAT.

EXTERNAL REVIEW

After an Internal Review has been completed, or where you are unable to apply for an Internal Review, and you are unhappy with the determination, you have the right to apply for an External Review. All applications for External Review should be made to the Ombudsman SA.

How long will an External Review take and how much will it cost?

If you wish to make an application for an External Review you must do so within 30 calendar days after being notified of the determination. However, the Ombudsman SA can extend this time limit at their discretion. There is no fee or charge for External Reviews undertaken by the Ombudsman.

Contact Details:
Ombudsman SA Phone: 8226 8699 Toll Free: 1800 182 150 (within SA) Email: ombudsman@ombudsman.sa.gov.au

REVIEW BY SACAT

You have a right to apply for a review by SACAT if you are unhappy with:

- a determination not subject to Internal Review
- an Internal Review determination, or
- the outcome of a review by the Ombudsman SA.

You must exercise your right of review with SACAT within 30 calendar days after being advised of the above types of determinations or the results of a review.

Any costs will be determined by SACAT, where applicable.

For more information contact SACAT.

Contact Details:
South Australian Civil and Administrative Tribunal (SACAT) Phone: 1800 723 767 Email: sacat@sacat.sa.gov.au

FOI APPLICATION FORM

For Internal Review of a Determination

Under sections 29 & 38 of the South Australian *Freedom of Information Act 1991*

Please read the attached '*FOI Fact Sheet – Your Rights to Review and Appeal*'
before completing and lodging your Internal Review application

To the Principal Officer	
Name of the Agency:	
Details of Applicant	
Surname:	
Given Names:	
Australian Postal Address:	
Suburb:	Post Code:
Emails (<i>Optional</i>):	
Contact phone numbers:	
FOI Application Reference Number (<i>if known</i>):	
Details of Internal Review	
<p>I am not satisfied with a determination made by your agency and, therefore, seek a review because:</p> <p><i>(Please place a tick in the appropriate box)</i></p> <ul style="list-style-type: none"><input type="checkbox"/> I have been refused access to a document<input type="checkbox"/> I have been refused access to part of a document<input type="checkbox"/> I have been refused a request to amend a personal document<input type="checkbox"/> I have been given access to a document but access has been deferred<input type="checkbox"/> I am a third party specified in the documents but have not been consulted about giving access to another person<input type="checkbox"/> I have been consulted but disagree with the determination to release the documents	

Comments

Include any additional comments you wish to be considered in the review of the determination (*attach additional pages if necessary*).

Fees and Charges

An application fee of **\$36.75** must be submitted with the Internal Review application form, unless you are seeking to have the application fee waived. If you are seeking to have the application fee waived, please attach evidence supporting why it should be waived, e.g. attach a copy of your concession card or other evidence as proof of financial hardship.

An application fee is not required for an Internal Review of an FOI Amendment Application.

In the following section please tick as appropriate

- | | | | |
|--|---------------------------------|-------------------------------|--------------------------------------|
| Is the application fee attached? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Application Fee is in the form of
<i>(Do not send cash through the mail)</i> | <input type="checkbox"/> Cheque | <input type="checkbox"/> Cash | <input type="checkbox"/> Money Order |
| Do you require a fee waiver? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Is evidence of the need to
waive fees attached?
<i>(e.g. a copy of your concession card)</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |

If you wish to pay your application fee via credit card you will need to ask the agency you are applying to if they accept credit card payments.

If no application fee is attached and you do not qualify for fee waiver, the agency cannot process your application until the fee has been paid.

If the agency varies or reverses a determination so that access to a document is, or will be, given the agency will refund any Internal Review fees paid by the applicant.

Applicant's Signature:

Date / / 20.....

OFFICE USE ONLY

Received on / / 20.....

Acknowledgment sent on / / 20.....



Government
of South Australia

MINUTES *forming* ENCLOSURE to

**TO: BRETTE SCHUMANN
DIRECTOR, OFFICE OF THE CHIEF EXECUTIVE, OCE**

RE: NON-MERIT BASED APPOINTMENT

The ASO3 Senior Business Support Officer role was advertised between 31 May 2018 and 22 June 2018. A total of 24 applications were received and of these five were shortlisted for interview.

Ahead of the interviews on 16 August 2018, four of the shortlisted candidates withdrew from the process. The one remaining candidate was interviewed and determined by the panel as not being suitable for the role.

Samuel Diprose submitted an application for the ASO5 Parliamentary and Cabinet Officer role.

Through his CV and application Samuel demonstrated he met the capabilities of this role. I have conducted reference checks and they have attested to his abilities.

An offer of appointment to Samuel is subject to receiving a Department for Human Services working with children clearance.

As the delegate, I am seeking your support of this appointment by signing below.


.....
Brette Schumann
Director
Office of the Chief Executive

7/9/2018



Elizabeth Staniford
Office Manager
Office of the Minister for Child Protection

07 109 12018

Staniford, Elizabeth (DCP)

From: Staniford, Elizabeth (DCP)
Sent: Thursday, 20 September 2018 1:35 PM
To: DCP:HR Admin
Subject: Contract for processing
Attachments: S.Dirprose - Paperwork.pdf; S.Diprose - EEF.pdf

Good afternoon

Can I please ask a contract is drafted for Samuel Diprose?

I have attached a copy of the EEF. I believe all other required paperwork is attached also.

Sam will be commencing in the Minister's Office on 2 October 2018 for a period of six months. Is there anything further I need to do at this stage?

Kind regards

Elizabeth Staniford
Office Manager
A/Parliamentary and Cabinet Officer
Office of the Minister for Child Protection
Level 12 North, 1 King William Street, Adelaide SA 5000
t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au



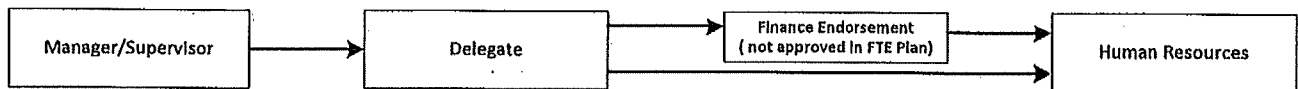
Government of South Australia
Department for Child Protection

*For all children and young people to grow up cared for,
connected and empowered to reach their full potential*



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EMPLOYEE ENGAGEMENT FORM - APPOINTMENT / ASSIGNMENT / CONTRACT EXTENSIONFollowing approval, please submit this form to DCPHRAdmin@sa.gov.au
 Engagement / Appointment
 Assignment
 Contract Extension
 Conversion
EMPLOYEE DETAILS

<input checked="" type="checkbox"/> New Employee	<input type="checkbox"/> Existing Employee	ID No.							
<i>Only complete all fields for new employees otherwise only name and employee number for existing employees</i>									
Title	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input checked="" type="checkbox"/> Mr	<input type="checkbox"/> Dr	Gender	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth; Clause
Given Names:	Samuel				Surname:	Diprose			
Address (H):	Clause 6(1)				Postcode:	Clau			
Postal:	AS ABOVE				Postcode:				
Original Contract Start date (if extension):	2/10/2018				Probation End Date (if new to Public Sector):	2/3/2019			
Child Related Employment Screening Obtained:	<input checked="" type="checkbox"/> Yes				Date of Clearance:	13/9/2018			

EMPLOYMENT DETAILS

Appointment Type (POS):	<input type="checkbox"/> Ongoing	<input checked="" type="checkbox"/> Term	<input type="checkbox"/> Casual	<input type="checkbox"/> Weekly Paid
If Term:		If Casual:		
<input type="checkbox"/> Duties are temporary in nature (Maximum of 2 years) s45(3)(d) <input type="checkbox"/> Project Based (specify name of project) s45(3)(a): <input type="checkbox"/> Alternatively funded/Function to Cease within 5 years (cannot exceed 5 years) s45(3)(c) <input type="checkbox"/> Backfill/Selection Process due to absence of an employee s45(3)(b) <input type="checkbox"/> Reengagement of Term Contract		<input type="checkbox"/> Not exceeding 4 weeks <input type="checkbox"/> Up to 15 hours per week <input type="checkbox"/> Irregular hours		
If the appointment is without a merit based selection process please ensure that the appropriate briefing is attached.				
Employment Type (POS):	1024	Please refer to the table of codes on page 3		
Transfer Reason (POS)	43	Please refer to the table of codes on page 3		

ROLE DETAILS

Role Number:	P12520	Role Title:	Senior Business Support Officer
Directorate:		Business Unit:	Minister for Child Protection's Office
Reason/Vice:	New appointment	Cost Centre:	7018
Justification:			
Start Date:	2/10/2018	End Date (leave blank if ongoing):	2/3/2019
Is this position currently funded within your FTE Plan? <input checked="" type="checkbox"/> Yes (send to HR after Delegate approval) <input type="checkbox"/> No (seek finance endorsement)			

CLASSIFICATION AND SALARY DETAILS

Classification:	ASO3	Salary Amount:	\$62,181 p.a.
Increment Level:	01	Increment Date:	2/10/2019
Pay Type:	A2 Autopay <input checked="" type="checkbox"/>	R2 Roster (Kronos Users)	<input type="checkbox"/>

METHOD OF SELECTION (if extension please identify original selection method)

Merit based (select one): Yes No

Vacancy No _____ EOI within DCP (I)

Recruitment Type (DET) (select one):

General Recruitment Scheme (1) Extern. Advertised Position (6) Jobs SA EOI (J)
 Redeployment (D) Work Injured Employee (0) Disability Employment Register (8)
 Aboriginal Employment Program (7) SA Govt. Graduate Program (3) DCP Graduate Program (P)
 Traineeship (4) Cadetship (C) Apprenticeship (5)
 Appointment without merit (0)

ALLOWANCES

Type of allowance:

Locality
 Executive
 Attraction/Retention (indicate one and attach business case -- must be for a fixed term)
 Managerial (PO & AIP streams only)

Start Date: _____ End Date (leave blank if ongoing): _____

Direct Amount or Percentage: _____

Reason: _____

EMPLOYMENT STATUS

Full time Hours worked per week: 37.5 Seven day roster: Yes No
 Part time
 Casual Leave Group Code: _____ PDO: Yes No

To be completed for part time employees only (please indicate working days and also provide working hours for each working day)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
							Non pay week
							Pay week

RIGHT OF RETURN

Right of Return (complete relevant details below) No Right of Return

Substantive Agency:	Directorate/ Business Unit:	Substantive Classification:
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1. MANAGER/SUPERVISOR:

Name: Elizabeth Staniford	Title: Office Manager	Signature:	Date: 18/09/18
---------------------------	-----------------------	------------	----------------

2. DIRECTORATE OFFICE:

Name:	<input type="checkbox"/> CHRIS checked <input type="checkbox"/> FTE checked	Signature:	Date:
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3. DIRECTOR ENDORSEMENT:

Name:	Signature:	Date:
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4. DELEGATE: APPROVED / NOT APPROVED

Name:	Title: Director, OCE	Signature:	Date: 19/9/18
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HUMAN RESOURCES ONLY																
Redeployee Identified: <input type="checkbox"/> Yes <input type="checkbox"/> No Return to Work candidate identified: <input type="checkbox"/> Yes <input type="checkbox"/> No Country Transfer Identified: <input type="checkbox"/> Yes <input type="checkbox"/> No																
Form Checked by (name):										Form Checked (date):						
Forwarded to Shared Services by (name / phone):										Forwarded to Shared Services on (date):						
SHARED SERVICES ONLY																
DET	ADR	POS	SMN	PYD	PYF	SUP	PYT	EEO/EDE	EDU/ZPO	ERH	ALW	DED	LAT	REV	NPA	
Processed by:						Date:			Notes:							

Employment Type

Code	Description
1001	Aboriginal Employment Strategy
1004	Board/Committee Member
1007	Disability Employment Strategy
1010	Executive
1013	Graduate (OPS Graduate Register)
1014	Graduate(Other Training Program)
1017	Legal
1021	Redeployee
1024	Salaried Administrative Services (ASO/MAS etc)
1025	Salaried Operational Services (OPS/OPX etc)
1026	Salaried Other
1027	Salaried Professional Services (PSO/AHP etc)
1028	Salaried Technical Services (TGO etc)
1030	Trainee(Other Training Strategy)
1031	Trainee(SA Youth Traineeship) (TRA/TRB/TRC etc)
1032	Weekly Paid (WHA etc)
1036	Assignment
1044	Non Merit
1060	Workers Compensation

Transfer Reason

Code	Description
11	Additional Duties Allow
14	Casual
15	Change In Contract
16	Change In Hours
18	Costing Variation
19	Disciplinary Action
20	Demotion
22	Graduate Program
24	Higher Duties
25	Income Protection
27	Leave Without Pay
28	Machinery of Government
30	New Hire
31	Not Required
33	Permanent Appointment
34	Permanent Assignment
35	PDT Change
37	Reclassification
38	Redeployment
39	Restructure
40	Revert to Previous Position
41	Secondment
43	Temporary Appointment
44	Transfer
45	Temporary Assignment
46	Workers Compensation
48	Extension of Contract
51	Convert To Ongoing
60	Suspended W/O Pay
64	Suspended With Pay
74	Under Direction

Staniford, Elizabeth (DCP)

From: Staniford, Elizabeth (DCP)
Sent: Monday, 17 September 2018 2:10 PM
To: 'Sam Diprose'
Subject: Employment Declaration
Attachments: Employment Declaration Form.pdf

Hi Sam

Please complete the attached form and return to me.

Also, I wanted to confirm if you currently hold an ongoing position with a right of return? I need this information for your contract.

Kind regards

Elizabeth Staniford
Office Manager
A/Parliamentary and Cabinet Officer
Office of the Minister for Child Protection
Level 12 North, 1 King William Street, Adelaide SA 5000
t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au



Government of South Australia
Department for Child Protection

*For all children and young people to grow up cared for,
connected and empowered to reach their full potential*



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Enquiries: Erin Stevens
Telephone: (08) 8226 3832

20 September 2018

Samuel Diroese
Clause 6(1)

31 Flinders St
ADELAIDE SA 5000

GPO Box 1152
ADELAIDE SA 5001
DX 214

ABN 54 598 525 171

www.childprotection.sa.gov.au

Dear Samuel

I am pleased to offer you employment in the Department for Child Protection to perform the duties of Senior Business Support Officer within the Minister for Child Protection's Office.

If you accept this offer of employment you will be employed on a fixed term contract for 37.5 hours per week. Your employment will commence on 2 October 2018 and expire on 2 March 2019 unless lawfully terminated at an earlier time. You will receive a salary at the first increment of the ASO3 remuneration level (presently \$62,181 per annum).

Your employment will be pursuant to section 45(3)(d) of the *Public Sector Act 2009* (PS Act) – employment in duties that are of a temporary nature. Additional and specific terms and conditions relating to your employment are set out in the attached document headed 'Employment Conditions'. Please read this carefully before accepting this offer.

If you wish to accept the terms outlined in this offer of employment, please signify your acceptance by signing and returning the enclosed forms in the self addressed envelope at the earliest opportunity.

Document	Instructions
Letter of Engagement (two copies)	Sign and return the original and retain one for your personal records.

I would like to congratulate you on your employment and trust you will find working for the Department for Child Protection rewarding.

Yours sincerely

Brette Schumann
Director, Office of the Chief Executive
Department for Child Protection

**EMPLOYMENT CONDITIONS
TERM (TEMPORARY) UP TO TWO YEARS
WITH NO RIGHT OF RETURN TO ALTERNATIVE PUBLIC SECTOR EMPLOYMENT**

Application of the Public Sector Act 2009 etc	Except as otherwise expressly provided for in the letter of offer and in this document, the terms and conditions of your employment will be governed by any applicable award or enterprise agreement and the provisions of the PS Act and <i>Public Sector Regulations 2010</i> and any Determinations made by the Commissioner for Public Sector Employment under the PS Act. The letter of offer and this document should be read in conjunction with the PS Act and the Regulations.
Duties	The enclosed Role Description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your skills and abilities would reasonably be expected to perform.
Salary Provisions and Movements etc	<p>You will receive a salary at the first increment of the ASO3 remuneration level presently \$62,181 p.a. Your next increment is due on 2 October 2019 subject to provisions concerning leave without pay.</p> <p>You will be entitled to any salary increases required under the award or enterprise agreement which binds you and has force under the <i>Fair Work Act 1994</i>. The relevant award and enterprise agreement are South Australian Modern Public Sector Enterprise Agreement: Salaried 2017. You will also be eligible to receive any allowance or other monetary benefits which may be paid to an employee under the PS Act and/or any applicable award, enterprise agreement or industrial instrument.</p> <p>Applicable legislation awards, enterprise agreements and/or other industrial instruments will not form part of the terms of this contract. However, this in no way impacts upon the entitlements contained in such sources. No Government or workplace policy forms part of the terms of this contract.</p>
Term of Contract	Your employment will commence on 2 October 2018 for a period up to and including 2 March 2019 unless lawfully terminated sooner. On expiry of this period of employment under this contract or upon any sooner lawful termination, your employment in the public sector will end.
Termination of Employment	Your employment may be terminated by the exercise of any powers to terminate under the PS Act.
Probation	<p>Your employment will be subject to a period of probation of 2.5 months pursuant to section 48 of the PS Act.</p> <p>[This clause should only be included for new employees. It should be deleted where the prospective employee is already employed in the public sector]</p>
Code of Ethics	<p>The Code of Ethics for the South Australian Public Sector (the Code), sets out the standards of professional conduct expected of every public sector employee. Please access the Code here - http://publicsector.sa.gov.au/wp-content/uploads/20150709-Code-of-Ethics-for-the-South-Australian-Public-Sector.pdf</p> <p>You are required to read and make yourself aware of the contents of the Code and in particular the professional conduct standards. Any conduct which is found in breach of the code will result in disciplinary action under the Public Sector Act.</p>

**EMPLOYMENT CONDITIONS
TERM (TEMPORARY) UP TO TWO YEARS
WITH NO RIGHT OF RETURN TO ALTERNATIVE PUBLIC SECTOR EMPLOYMENT
(continued)**


Intellectual Property etc	<p>In addition to the requirements of the Code of Ethics for the South Australian Public Sector (the Code), you shall not during or after your employment in the Department for Child Protection disclose to any person any trade secret or secret process (including patentable inventions) or confidential information of the Crown in right South Australia (the Crown), except in the proper course of your duties, or with the prior consent of the Chief Executive or delegate, or to the extent you are required by law to do so.</p> <p>In addition to the requirements of the Code and the <i>Public Sector (Honesty and Accountability) Act 1994</i>, you shall not during or after your employment in the Department for Child Protection, make use of any trade secret or secret process (including patentable inventions) or confidential information of the Crown, except in the proper course of your duties, or with the prior consent of the Chief Executive or delegate.</p> <p>Any intellectual property invented or created by you as a result of your employment in the Department for Child Protection, will remain the property of the Crown, unless otherwise agreed in writing between the Chief Executive or delegate and you.</p>
Conflicts of Interest	<p>If requested, as soon as possible following commencement of your employment, you shall make a disclosure of any conflicts of interest and will duly notify the delegate of any changes to those interests as soon as practicable.</p>
Relevant History Screening and other Background Screening	<p>If you accept this offer, you agree during your employment to participate in relevant history or other background screening in relation to you, upon request by someone with authority to make such request.</p> <p>The successful applicant is required to gain a Department for Human Services (DHS) Child Related Employment Screening prior to being employed which is required to be renewed every three years before expiry.</p>
Outside Employment	<p>You may not engage in any outside employment, paid or unpaid, without first obtaining approval from the delegate. Should this be granted, you must immediately advise the delegate of any instances where any conflict or a potential conflict of interest may arise between this work and your duties with the Department for Child Protection.</p>
Supervision and Work Location	<p>You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.</p>

**ACCEPTANCE OF OFFER OF TERM (TEMPORARY) EMPLOYMENT UP TO TWO YEARS
WITH NO RIGHT OF RETURN TO ALTERNATIVE PUBLIC SECTOR
EMPLOYMENT - s45(3)(d)**

Please complete this acceptance and return it to:
Erin Stevens
A/Team Leader, HR Operations
GPO Box 1152, Adelaide SA 5001

**TITLE OF DUTIES: SENIOR BUSINESS SUPPORT OFFICER
LOCATION: MINISTER FOR CHILD PROTECTION'S OFFICE
AGENCY: DEPARTMENT FOR CHILD PROTECTION**

I understand and accept the offer of temporary employment in the terms outlined in the attached letter.

Name:	Samuel Dirose		
Signed:		Date:	8/10/18

*Note: Please retain a copy for your own records.
The following information is provided for payroll and personnel record purposes*

FULL NAME/PAY NO:	Samuel Dirose/TBA
TITLE:	Senior Business Support Officer
ROLE NO:	P12520
LOCATION:	Minister for the Child Protection's Office
COMMENCEMENT DATE:	2 October 2018
EXPIRY DATE:	2 March 2019
EARLY EXPIRATION	Yes
PROVISIONS:	
PROBATION EXPIRY DATE:	14 December 2018
REMUNERATION LEVEL:	ASO3
SALARY:	\$62,181 p.a. (adjusted to actual hours worked for part-time employees)
INCREMENT:	First
NEXT INCREMENT DATE:	2 October 2019
EMPLOYMENT STATUS:	Term Contract
HOURS OF DUTY:	[Full-Time / Part-Time] [include details]
AWARD/ ENTERPRISE AGREEMENT:	South Australian Modern Public Sector Enterprise Agreement: Salaried 2017
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Some out of hours work may be required. • Some intra/interstate travel (including in small aircraft) may be required • The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Office Manager. • May be required to perform duties in other locations/divisions/units dependent upon Departmental requirements. • The incumbent will be required to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect. Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).

Staniford, Elizabeth (DCP)

From: Staniford, Elizabeth (DCP)
Sent: Monday, 24 September 2018 10:11 AM
To: 'Diprose, Samuel'
Subject: RE: DCSI Clearance

Hi Sam

Thanks for providing the screening.

I don't see any issues with the below. Thanks for sending the timetable through so early.

Cheers

Elizabeth Staniford
Office Manager
A/Parliamentary and Cabinet Officer
Office of the Minister for Child Protection
Level 12 North, 1 King William Street, Adelaide SA 5000
t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au

From: Diprose, Samuel
Sent: Monday, 24 September 2018 10:07 AM
To: Staniford, Elizabeth (DCP)
Subject: DCSI Clearance

Hi Elizabeth,

Please find attached my DCSI clearance.

Also, below is my current Uni timetable, with all subjects being compulsory to attend in first year:

Day	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM			Finance		
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM	Economics				
5:00 PM			Accounting		
6:00 PM		Marketing			
7:00 PM					

Do you see any issues with my Uni schedule conflicting with the possibility of Flexitime around it?

Thanks,

Sam Diprose
Electorate Assistant

STEVEN MARSHALL MP
MEMBER FOR DUNSTAN | PREMIER

P: (08) 8363 9111
E: samuel.diprose@parliament.sa.gov.au



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Staniford, Elizabeth (DCP)

From: Staniford, Elizabeth (DCP)
Sent: Monday, 24 September 2018 10:59 AM
To: DCP:HR Admin
Subject: DCSI Screening
Attachments: 24092018093952.pdf

Good morning

Please find attached a copy of the screening clearing for Samuel Diprose. Sam will be commencing in the Minister's Office on Tuesday 2 October 2018.

Kind regards

Elizabeth Staniford
Office Manager
A/Parliamentary and Cabinet Officer
Office of the Minister for Child Protection
Level 12 North, 1 King William Street, Adelaide SA 5000
t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au



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Department for Child Protection

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Government of South Australia
Department for Communities
and Social Inclusion

Reference :844369

Sensitive:Personal

Screening Unit
GPO Box 292
ADELAIDE SA 5001
Enquiries: 1300 321 592 or
DCSI ScreeningUnit@sa.gov.au
Website: www.screening.dcsi.sa.gov.au

Mr Samuel Diprose
Clause 6.1

Child-Related Employment Screening – CLEARED

Samuel William Diprose Clause 6.1

The Department for Communities and Social Inclusion (DCSI) Screening Unit has finalised your request for Child-Related Employment Screening.

Screening Unit Decision

The Screening Unit conducts relevant history assessments in accordance with the *Children's Protection Act 1993 (SA)*, *Children's Protection Regulations 2010 (SA)*, and Standards issued by the Chief Executive, Department for Education and Child Development, pursuant to section 8A, *Children's Protection Act 1993(SA)*.

The relevant history of Samuel William Diprose has been assessed by the DCSI Screening Unit and **does not indicate that Samuel William Diprose poses a risk to the safety of children.**

Your Child-Related Employment Screening Clearance is portable between employers and valid for 3 years from the date of issue.

Monitoring

The Screening Unit monitors the relevant history of all clearance holders. The Screening Unit will reassess your Child-Related Employment Clearance if you are the subject of new relevant history information such as criminal charges, criminal convictions, and child protection matters.

Yours sincerely

Kelly Tattersall
Director Screening
DCSI Screening Unit
Department for Communities & Social Inclusion

Date of Issue: 13/09/2018

SECURITY FEATURES IN THIS DOCUMENT INCLUDE:

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The Department for Communities and Social Inclusion (DCSI) Screening Unit is an Australian Criminal Intelligence Commission accredited agency.

Letter holders please note:

- Please keep this original letter in a safe place as proof of your clearance as it can be accepted by a number of organisations. The Screening Unit is unable to provide a replacement letter.
- The letter is not an offer of employment or indication that you will be employed.

Employers please note:

- This clearance letter does not purport to be approval or notification that the applicant meets the requirements for professional and workplace licences, or for accreditation and registration purposes.
- This clearance letter is not to be accepted as proof of identity.
- This letter is not a "National Police Certificate". These can only be obtained from the South Australia Police or other police jurisdictions.
- Authentic clearance letters are printed on paper which contains security features to prevent copying and also has a large "Government of South Australia" logo embossed into the background.
- The Screening Unit recommends that employers register with the Screening Unit for online screening services to regularly check the validity of their employees' screening clearance.
- Employers can register for online screening services through the Screening Unit website: <https://screening.dcsi.sa.gov.au/apply/organisation-registration>.
- More information regarding checking the validity of a screening clearance letter is available on the Screening Unit's website: <https://screening.dcsi.sa.gov.au/status>.

Staniford, Elizabeth (DCP)

From: Staniford, Elizabeth (DCP)
Sent: Thursday, 20 September 2018 3:45 PM
To: Jackson, Rachel (DCP)
Subject: Contract
Attachments: Contract - Samuel Diprose.pdf

Hi Rach

Can you please have this signed by Brette and returned to me?

Thanks

Elizabeth Staniford
Office Manager
A/Parliamentary and Cabinet Officer
Office of the Minister for Child Protection
Level 12 North, 1 King William Street, Adelaide SA 5000
t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au



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Staniford, Elizabeth (DCP)

From: Jackson, Rachel (DCP)
Sent: Thursday, 20 September 2018 1:25 PM
To: Staniford, Elizabeth (DCP)
Subject: RE: Employee Engagement Form
Attachments: 20180919171946892.pdf

So sorry!!!! Here it is

From: Staniford, Elizabeth (DCP)
Sent: Thursday, 20 September 2018 1:24 PM
To: Jackson, Rachel (DCP) <Rachel.Jackson@sa.gov.au>
Subject: FW: Employee Engagement Form
Importance: High

16

Hi Rach

Any luck having this one signed off? I need to end it off to HR so I can ensure he gets paid.

Cheers

Elizabeth Staniford
Office Manager
A/Parliamentary and Cabinet Officer
Office of the Minister for Child Protection
Level 12 North, 1 King William Street, Adelaide SA 5000
t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au

From: Staniford, Elizabeth (DCP)
Sent: Tuesday, 18 September 2018 5:51 PM
To: Jackson, Rachel (DCP) <Rachel.Jackson@sa.gov.au>
Subject: Employee Engagement Form

17

Hi Rach

Can you please have Brette sign this so I can have a contract drafted?

Kind regards

Elizabeth Staniford
Office Manager
A/Parliamentary and Cabinet Officer
Office of the Minister for Child Protection
Level 12 North, 1 King William Street, Adelaide SA 5000
t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au



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Staniford, Elizabeth (DCP)

From: Sam Diprose <Clause 6.1 >
Sent: Monday, 17 September 2018 3:40 PM
To: Staniford, Elizabeth (DCP)
Subject: Re: Employment Declaration
Attachments: image001.png; 17092018153600.pdf

Hi Elizabeth,

Please find attached my employment declaration.

I am yet to receive my DCSI clearance certificate in the mail and so am unable to attach a copy. I spoke with the Screening Unit who advised that no electronic copy exists, but that DCP should have access to the certificate through their internal portal.

I also wasn't sure as to what details were required regarding the question of if I have ever resigned from employment, hopefully my explanation was sufficient.

Let me know if you need anything else.

Thanks,
Sam

On Mon, 17 Sep 2018 at 14:10, Staniford, Elizabeth (DCP) <Elizabeth.Staniford3@sa.gov.au> wrote:

Hi Sam

h

Please complete the attached form and return to me.

Also, I wanted to confirm if you currently hold an ongoing position with a right of return? I need this information for your contract.

Kind regards

Elizabeth Staniford
Office Manager

A/Parliamentary and Cabinet Officer

Office of the Minister for Child Protection

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Staniford, Elizabeth (DCP)

From: Staniford, Elizabeth (DCP)
Sent: Monday, 8 October 2018 2:54 PM
To: Mensforth, Jessica (DCP)
Subject: RE: Signed Contract for Samuel Diprose
Attachments: 24092018093952.pdf; S.Diprose - Employment Declaration.pdf

Hi Jessica

Attached ☺

Cheers

Elizabeth Staniford
Office Manager
A/Parliamentary and Cabinet Officer
Office of the Minister for Child Protection
Level 12 North, 1 King William Street, Adelaide SA 5000
t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au

From: Mensforth, Jessica (DCP)
Sent: Monday, 8 October 2018 9:51 AM
To: Staniford, Elizabeth (DCP)
Subject: RE: Signed Contract for Samuel Diprose

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Wonderful, thanks Elizabeth!

Just wanted to check, has Samuel completed a Employment Declaration?
If yes, could you please send that through also. If not, I have attached a blank copy to be filled out

Kind Regards,
Jessica

Jessica Mensforth
HR Administration Assistant
Have you done the I WORK FOR SA – Your Voice Survey?
Department for Child Protection / Level 2 West, 31 Flinders Street ADELAIDE SA 5000
t (08) 8226 2959 e Jessica.Mensforth@sa.gov.au w www.childprotection.sa.gov.au



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From: Staniford, Elizabeth (DCP)
Sent: Monday, 8 October 2018 9:42 AM
To: Mensforth, Jessica (DCP)
Subject: RE: Signed Contract for Samuel Diprose

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Hi Jessica

Please find attached the signed contract for Samuel Diprose.

Please let me know if you require anything further.

Kind regards

Elizabeth Staniford

Office Manager

A/Parliamentary and Cabinet Officer

Office of the Minister for Child Protection

Level 12 North, 1 King William Street, Adelaide SA 5000

t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au

From: Mensforth, Jessica (DCP)

Sent: Tuesday, 2 October 2018 3:02 PM

To: Staniford, Elizabeth (DCP) <Elizabeth.Staniford3@sa.gov.au>

Subject: Signed Contract for Samuel Diprose

23

Good afternoon Elizabeth,

Could you please flick through the signed contract for Samuel Diprose for our records?

Kind Regards,

Jessica

Jessica Mensforth

HR Administration Assistant

Have you done the I WORK FOR SA – Your Voice Survey?

Department for Child Protection / Level 2 West, 31 Flinders Street ADELAIDE SA 5000

t (08) 8226 2959 e Jessica.Mensforth@sa.gov.au w www.childprotection.sa.gov.au



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Staniford, Elizabeth (DCP)

From: Jackson, Rachel (DCP)
Sent: Monday, 8 October 2018 9:29 AM
To: Staniford, Elizabeth (DCP)
Subject: RE: Contract
Attachments: 20181008092639903.pdf

Heya, please see contract attached attached!

Out of scope

Hope you're well!

From: Staniford, Elizabeth (DCP)
Sent: Tuesday, 2 October 2018 10:11 AM
To: Jackson, Rachel (DCP) <Rachel.Jackson@sa.gov.au>
Subject: FW: Contract

Hey Rach

How was your week off?

Can you please check if Brette has signed this?

Out of scope

Thanks

Elizabeth Staniford
Office Manager
A/Parliamentary and Cabinet Officer
Office of the Minister for Child Protection
Level 12 North, 1 King William Street, Adelaide SA 5000
t (08) 8303 2592 e elizabeth.staniford3@sa.gov.au w www.childprotection.sa.gov.au