

**From:** [BELL, Stephen](#)  
**To:** [MILLS, Narelle](#)  
**Subject:** FW: Update on Tagai State College  
**Date:** Tuesday, 31 May 2022 1:46:50 PM  
**Attachments:** [image002.jpg](#)  
[image003.jpg](#)  
[Tagai State College RS process 2021 discussion.pptx](#)

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**From:** BELL, Stephen <>  
**Sent:** Wednesday, 9 June 2021 9:37 AM  
**To:** KELLY, Peter <Peter.KELLY@qed.qld.gov.au>  
**Cc:** PROUD, Leon <Leon.PROUD@qed.qld.gov.au>  
**Subject:** Update on Tagai State College

Morning Peter

Leon has followed up with me around Tagai Principal R&S .

Please find attached the process that has been developed in consultation with HR.

Leon and I will work with Ned in the next week to kick off the community consultation process.

Our aim is for the recruitment to be finalised by the end of term 3.

Regards

**Stephen Bell**  
**A/Regional Director**

Far North Queensland Region  
Department of Education

**P:** 07 4037 3899 | **M:** [s.47\(3\)\(b\) - C](#)

**E:** [stephen.bell2@qed.qld.gov.au](mailto:stephen.bell2@qed.qld.gov.au)

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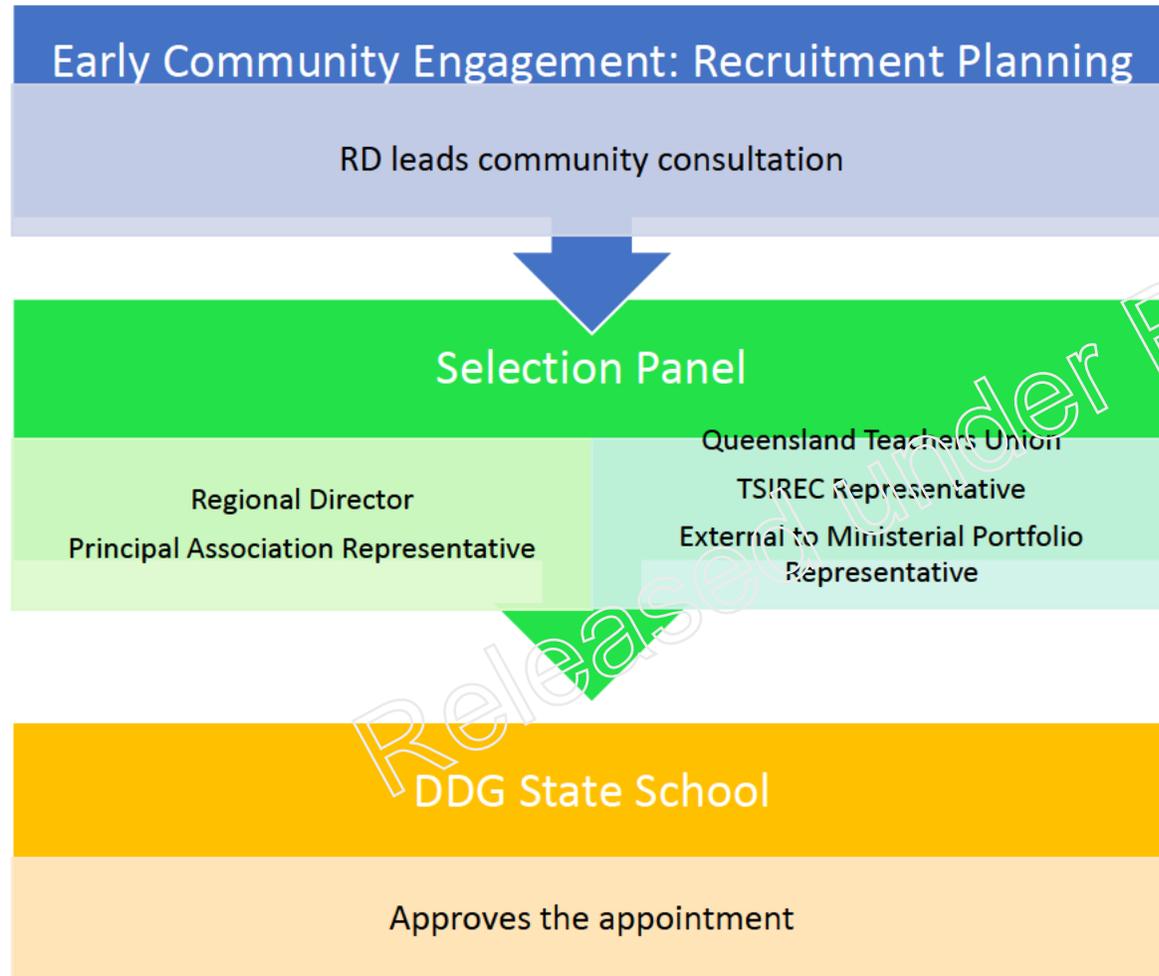


from your computer.

# Executive Principal Tagai State College

Strategy for Principal Selection

# Community Principal Selection Process



- **Early engagement with community to ensure an understanding of community specific information**

## Discussion

- RD & ADG SSIE – develop 4/5 themes for community input. Develop a template for TSIREC use.
- Must include: Central, Inner Islands, East, Top West, Near West
- Meet with TSIREC – to lead consultation process
- *Other stakeholders*
  - EIB
  - ARD/LP – (HOCs – T&L agenda)
  - Agency providers
- **Selection Panel membership ensures communities representative**
  - Principal Assoc – Mark Breckenridge?
  - QTU – TBC?
  - TSIREC rep – RD/ADG SSIE to discuss further with Ned David
  - Consider 2<sup>nd</sup> community rep (possibly female.)
  - External rep – DATSIP?

# Early Community Engagement



To ensure that relevant community specific information is available to the selection panel prior to selection process:

- **Panel Chair with XXX HR provides panel overview training about the departments selection process**

## Discussion

- Director HRBP FNQ Region to provide panel overview
- **Panel Chair and TSIREC discussion with community members**
  - See page 2
- **TSIREC and Panel Chair panel member is part of gathering community feedback**
  - See page 2
- Information gathered helps panel to focus questions in interview that will allow the candidate to demonstrate their abilities to work with the community.

# Questions?

- **Community information**

- **Process**
  - How to gather a full understanding of community expectations?
  - Segmented (North/South/West/East)
- **Develop Areas to prompt discussion ( Leon/Stephen)**
  - See page 2
- **RD/TSIREC** chair to lead the sessions?
  - TSIREC to lead community sessions

## Discussion

- **Panel Support and logistics**
  - **Panel support?**
    - ESO scribe and support
  - **Face to face or via teams**
    - Face to face
  - **Location for panel: Cairns?**
    - Could be Cairns or Brisbane
  - **Documentation and report development**
    - Work with HRBP

# Principal Selection Panel



## Discussion

- **Determine the selection strategy**
  - **Behavioural Interview? Presentation?**
  - **Focus areas?**
    - 2 part process
    - Presentation based on data (data provided 48 hours before (30 mins presentation + 10 mins follow up questions)
    - Behavioural interview – use CV to identify topic
    - (40 mins)
- All panel members use community information gathered by Panel Chair in collectively developing KPI's and Questions ✓
- All panel members:
  - *set KPIs for each key competency area (SC1,2,3,4, &5)* ✓
  - *Shortlist Candidates* ✓
  - *Selection Technique 2* ✓
- Provide selection report to DDG for approval.
- Department facilitates ethical standards check

# Deputy Director General Approval



- Selection report from the panel is considered by DDG

## Discussion

**Regional Director and ARD ensure appropriate professional development and support program is developed.**

- Regional induction:
  - Regional Services
  - State Schools
  - Corporate Services
- ARD to spend 3 days minimum at commencement
- Customised support and mentoring plan to be developed for successful applicant.

# Next Steps

- Identified areas for development of successful candidate...
- What does the professional support and mentoring look like for 6/12/24 months?
  - Who
  - How
  - When
- Measurable improvement

## Discussion

- RD/ADG SSIE to discuss additional position
- Additional Position
  - Associated Principal
    - School operations and strategy
    - Supports school improvement agenda
  - Selection process to run concurrently with principal process
  - Panel Chair nominated and managed through RD

## **Next steps**

Within next 3 weeks (by end of term 2):

- Process timeline finalised
- Advertise mid next term for term 4 start.

**From:** [WILLIAMS Nola](#)  
**To:** [jmccabe@qtu.asn.au](mailto:jmccabe@qtu.asn.au)  
**Cc:** [GODKIN Vicki](#)  
**Subject:** FW: QTU representative for a panel - Tagai State College  
**Date:** Monday, 16 August 2021 12:33:36 PM  
**Attachments:** [image002.png](#)  
[image003.jpg](#)  
[image001.jpg](#)  
[image004.jpg](#)

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Good afternoon Julie

Thank you for indicating Kate's availability, I have noted these times and dates.

Once I know the full panel, I will negotiate the availability of others and be able to confirm times with all panellists.

Kind Regards

**Nola Williams**

Executive Services Officer to:

Assistant Regional Directors – Jan Carr and Ken Maclean

Lead Principal – Mandy Whybird

Far North Region

Department of Education

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**From:** GODKIN, Vicki

**Sent:** Monday, 16 August 2021 11:33 AM

**To:** WILLIAMS, Nola <[Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)>

**Subject:** FW: QTU representative for a panel - Tagai State College

Hi Nola

Can you please contact Julia about Kate Ruttiman's availability.

Thanks

Vicki

**Vicki Godkin**

Director, Human Resources Business Partnering

Far North Queensland Region

Department of Education

P: 07 4037 3837

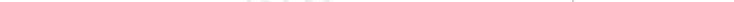
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**Sent:** Monday, 16 August 2021 8:54 AM

**To:** GODKIN, Vicki <[Vicki\\_GODKIN@qed.qld.gov.au](mailto:Vicki_GODKIN@qed.qld.gov.au)>

**Cc:** General Secretary Admin <[General\\_Secretary\\_Admin@qtu.asn.au](mailto:General_Secretary_Admin@qtu.asn.au)>

**Subject:** RE: QTU representative for a panel - Tagai State College

Good morning Vicki

I wanted to pro-emptively provide Kate's availability for the below:

Shortlisting Week 8 (30 August to 3 September): Kate unfortunately has limited availability this week and is only available on

Monday 30<sup>th</sup> August 9am to 2pm.

Interviews Week 9 (6 to 10 September) : Available on Monday 6<sup>th</sup> 8am to 1pm; Tuesday 7<sup>th</sup> available 8am to 1pm,

Wednesday 8<sup>th</sup> available, Thursday 9<sup>th</sup> available 8am to 1.30pm, Friday 10<sup>th</sup> available.

Regards

**Julia McCabe** | PA to the General Secretary and Coordinator of Senior Officer Secretariat (Mon, Tue, Thurs, Fri)

**Queensland Teachers' Union**

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PO Box 1750, Milton BC QLD 4064



**From:** GODKIN, Vicki <[Vicki.GODKIN@qed.qld.gov.au](mailto:Vicki.GODKIN@qed.qld.gov.au)>  
**Sent:** Thursday, 12 August 2021 2:16 PM  
**To:** Paige Bousen <[pbousen@qtu.asn.au](mailto:pbousen@qtu.asn.au)>  
**Cc:** General Secretary Admin <[General\\_Secretary\\_Admin@qtu.asn.au](mailto:General_Secretary_Admin@qtu.asn.au)>; QTU Services <[services@qtu.asn.au](mailto:services@qtu.asn.au)>; QTU Records <[records@qtu.asn.au](mailto:records@qtu.asn.au)>; Sammy Blocksidge <[sblocksidge@qtu.asn.au](mailto:sblocksidge@qtu.asn.au)>; QTU Cairns Office <[crn@qtu.asn.au](mailto:crn@qtu.asn.au)>; BELL, Stephen <[Stephen.BELL2@qed.qld.gov.au](mailto:Stephen.BELL2@qed.qld.gov.au)>  
**Subject:** RE: QTU representative for a panel - Tagai State College

Hi Paige  
 Thank you I had a feeling it was you but wasn't sure if it had changed.  
 The position is advertised now and closes on 26 August. It is listed as a Principal position (but was referred to previously as the Executive Principal.)  
 Stephen Bell is looking at shortlisting in Week 8 (30 August to 3 September) and interviewing in Week 9 (6 to 10 September.) I have copied Stephen into this email.

Kind regards  
 Vicki  
**Vicki Godkin**  
 Director, Human Resources Business Partnering  
 Far North Queensland Region  
 Department of Education  
 P: 07 4037 3837  
 E: [vicki.godkin@qed.qld.gov.au](mailto:vicki.godkin@qed.qld.gov.au)  
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**From:** Paige Bousen <[pbousen@qtu.asn.au](mailto:pbousen@qtu.asn.au)>  
**Sent:** Thursday, 12 August 2021 2:13 PM  
**To:** GODKIN, Vicki <[Vicki.GODKIN@qed.qld.gov.au](mailto:Vicki.GODKIN@qed.qld.gov.au)>  
**Cc:** General Secretary Admin <[General\\_Secretary\\_Admin@qtu.asn.au](mailto:General_Secretary_Admin@qtu.asn.au)>; QTU Services <[services@qtu.asn.au](mailto:services@qtu.asn.au)>; QTU Records <[records@qtu.asn.au](mailto:records@qtu.asn.au)>; Sammy Blocksidge <[sblocksidge@qtu.asn.au](mailto:sblocksidge@qtu.asn.au)>; QTU Cairns Office <[crn@qtu.asn.au](mailto:crn@qtu.asn.au)>  
**Subject:** RE: QTU representative for a panel - Tagai State College

Hi Vicki  
 The QTU representative on this panel will be QTU General Secretary, Kate Ruttiman.  
 I have copied in Kate's administration staff (Julia) so that you can liaise directly with her in terms of the times for meetings etc.  
 Kind regards  
 Paige

**From:** GODKIN, Vicki <[Vicki.GODKIN@qed.qld.gov.au](mailto:Vicki.GODKIN@qed.qld.gov.au)>  
**Sent:** Thursday, 12 August 2021 1:29 PM  
**To:** Paige Bousen <[pbousen@qtu.asn.au](mailto:pbousen@qtu.asn.au)>  
**Subject:** QTU representative for a panel

Hi Paige  
 Are you able to advise who I speak to in the QTU to organise a representative for the panel for the Executive Principal position at Tagai State College?  
 Many thanks

Vicki  
**Vicki Godkin**  
 Director, Human Resources Business Partnering  
 Far North Queensland Region  
 Department of Education  
 P: 07 4037 3837  
 E: [vicki.godkin@qed.qld.gov.au](mailto:vicki.godkin@qed.qld.gov.au)  
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**From:** [BELL Stephen](#)  
**To:** [GODKIN Vicki](#)  
**Subject:** FW: Tagai State College Principal Recruitment and Selection  
**Date:** Monday, 16 August 2021 11:27:53 AM  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[2021 TSC Principal Recruitment \(002\).pdf](#)  
**Importance:** High

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FYI

**From:** Ned David <[ned.david@tsirec.com.au](mailto:ned.david@tsirec.com.au)>  
**Sent:** Friday, 13 August 2021 3:23 PM  
**To:** BELL, Stephen <[Stephen.BELL2@qed.qld.gov.au](mailto:Stephen.BELL2@qed.qld.gov.au)>  
**Cc:** PROUD, Leon <[Leon.PROUD@qed.qld.gov.au](mailto:Leon.PROUD@qed.qld.gov.au)>; 'Katie Denzin' <[katie.denzin@tsirec.com.au](mailto:katie.denzin@tsirec.com.au)>  
**Subject:** RE: Tagai State College Principal Recruitment and Selection  
**Importance:** High

Good afternoon Stephen,  
Please find attached a formatted response to questionnaire/survey you requested from TSIREC.  
Both Kate and I are available anytime to talk this through with you and Leon if required.  
Eso  
Ned

---

**From:** BELL, Stephen <[Stephen.BELL2@qed.qld.gov.au](mailto:Stephen.BELL2@qed.qld.gov.au)>  
**Sent:** Tuesday, 20 July 2021 8:15 AM  
**To:** [ned.david@tsirec.com.au](mailto:ned.david@tsirec.com.au)  
**Cc:** PROUD, Leon <[Leon.PROUD@qed.qld.gov.au](mailto:Leon.PROUD@qed.qld.gov.au)>  
**Subject:** RE: Tagai State College Principal Recruitment and Selection  
Appreciate that Ned!!!!

Regards

**Stephen Bell**  
**A/Regional Director**

Far North Queensland Region

Department of Education

P: 07 4037 3899 | M: [s.47\(3\)\(b\)](#)

E: [stephen.bell2@qed.qld.gov.au](mailto:stephen.bell2@qed.qld.gov.au)

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**From:** Ned David <[ned.david@tsirec.com.au](mailto:ned.david@tsirec.com.au)>  
**Sent:** Monday, 19 July 2021 3:14 PM  
**To:** BELL, Stephen <[Stephen.BELL2@qed.qld.gov.au](mailto:Stephen.BELL2@qed.qld.gov.au)>  
**Cc:** PROUD, Leon <[Leon.PROUD@qed.qld.gov.au](mailto:Leon.PROUD@qed.qld.gov.au)>  
**Subject:** RE: Tagai State College Principal Recruitment and Selection

Good afternoon Stephen,  
Thanks for the email.  
I will speak with TSIREC Executives and get back to you soon.  
Ned

---

**From:** BELL, Stephen <[Stephen.BELL2@qed.qld.gov.au](mailto:Stephen.BELL2@qed.qld.gov.au)>  
**Sent:** Monday, 19 July 2021 10:33 AM  
**To:** [ned.david@tsirec.com.au](mailto:ned.david@tsirec.com.au)  
**Cc:** PROUD, Leon <[Leon.PROUD@qed.qld.gov.au](mailto:Leon.PROUD@qed.qld.gov.au)>  
**Subject:** Tagai State College Principal Recruitment and Selection

Hi Ned

Hope all is well. Thanks for the phone catch-up this morning.

The recruitment and selection process for the permanent Principal of Tagai State College will occur in the middle of this school term. To ensure we have optimal community input I would like to invite TSIREC to nominate two community representatives. A male and female from different regions is preferred. Each representative would be required to undertake panel training and participate in the full recruitment and selection process.

I would also like TSIREC to gather / provide some summary feedback (by August 16) from the different island regions around the following questions:

1. What do parents / carers want students to be able to do when they leave school?
2. How can parents, communities and students play a meaningful role in school decision making?
3. How can college / community partnerships be strengthened to promote student learning and wellbeing?
4. How can the college create more opportunities to learn from community / parents and carers?
5. What professional qualities / attributes are required for the role of Principal of Tagai State College?

Some dot points under each question would greatly assist the panel in the decision making process.

I look forward to speaking with you on Thursday.

Regards

**Stephen Bell**

**A/Regional Director**

Far North Queensland Region

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# Principal Recruitment and Selection

## Tagai State College Community Pulse Check

### Background

In preparation for the formal selection of a permanent principal for Tagai State College, the Department of Education asked TSIREC collate feedback from the college's school communities that could help to inform the recruitment process.

Through the direction of the chair, TSIREC's administrative team reached out to all TSIREC members and P&C Executives that attended the council's recent *Governance Forum* in mid-July 2021. This group was equally representative of all Tagai State College's 17 school communities, across 5 traditional cluster groups and 16 islands.

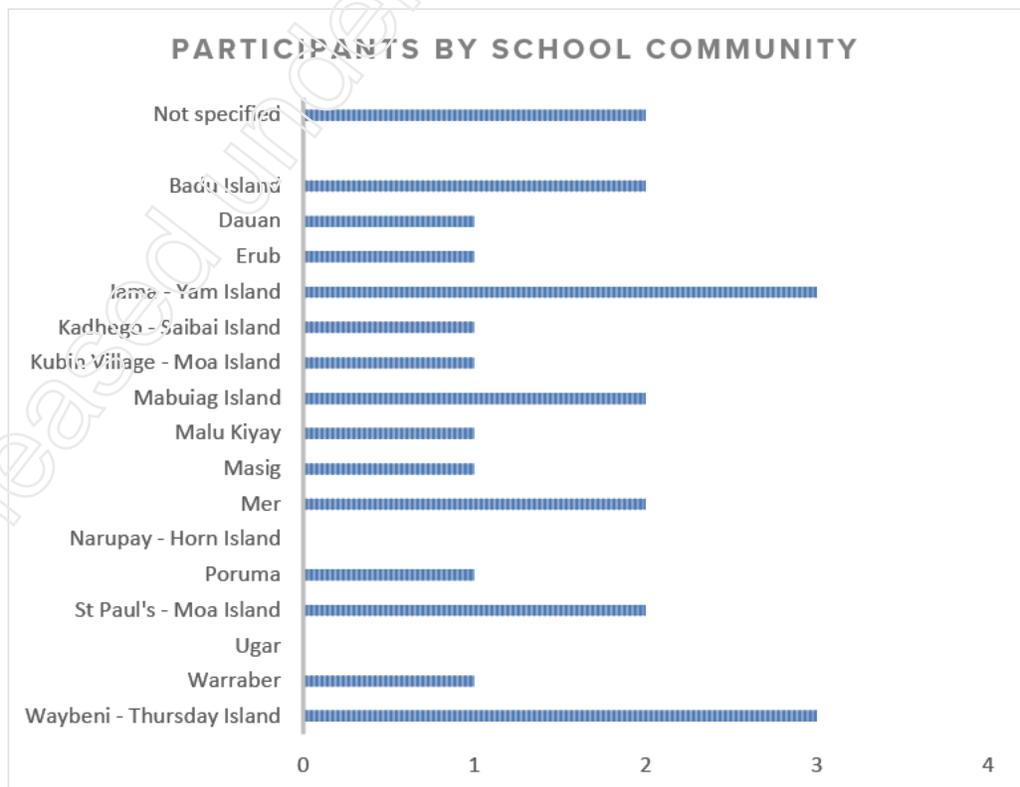
Over a period of two weeks from July 28 to August 11, 2021, TSIREC asked each representative to confidently respond to five broad questions via an online survey.

Participants were invited to either:

- respond on behalf of their community/association based on their own understanding of community aspirations, or
- share the link with others in the community, or
- host a meeting to discuss the questions and submit one collective response

### Submissions

TSIREC received 24 individual submissions to their survey, with some participants electing to share their responses over the phone.



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### **Question One: What do our families want their children to be able to do when they leave school?**

First Nation's People of the Torres Strait want only the best for our children. We want our children to engage in, and seamlessly transition between education, training and employment services in order to achieve quality personal, social and economic well-being in the society of their choice.

*" We want our children to be workforce-ready and confident to take the next step in tertiary education/training. Employment and career pathways need to be seriously & realistically mapped out for each student with input from students, parents and educators. These plans should be formalised and regularly reviewed and revisited throughout secondary school. All students can achieve their goals with hard work and commitment. Students should feel good about themselves and their achievements. Proud and confident of their cultural heritage and their place in the greater Australian landscape.*

*" Our children should have a sense of identity, be confident, be respectful, be resilient, and be able to travel between the two worlds with confidence.*

*" We want our children to become the teachers, doctors, lawyers and leaders of the future.*

### **Question Two: How can communities play a meaningful role in school decision making?**

For over thirty years, TSIREC has advocated for YUMI Education: a system in which the people of the Torres Strait Nation have ownership over the education and training of our children – determining the strategic agenda, governing the prioritisation of resources and managing service delivery.

PBC groups, Campus P&Cs and TSIREC are forums through which community members can become involved in school decision making. However, achieving the aspiration of Self-Governance requires school leaders to recognise the rightful place of the Torres Strait Nation in leading policy and resource allocation decisions.

*" P&Cs should recognise their vital role as the peak body for parents and community's voice. TSIREC, P&Cs and TOs must continue to encourage active participation by parents & community members on curriculum, teaching styles, cultural studies, future planning.*

*" P&Cs are key in the most important decision-making processes in Tagai. All communities, through their respective P&Cs, must practice their local autonomy. The independence of these community groups must be respected by TSIREC (which is regional committee only). Traditional owners should have say in shaping the vision. These processes must be kept sacred and distinct to others*

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### **Question Three: How can college and community partnerships be strengthened to promote student learning and wellbeing?**

The First Nation's People of the Torres Strait are poised on the precipice of greater autonomy over education – there is significant support for community leaders and families to have greater input into the decisions that determine the learning outcomes of our children. Yet, too often, our advocacy is thwarted by the complex web of bureaucratic processes, inexperienced staff who are still developing their cultural competency or inaccessible school environments.

Encouraging our families to engage in genuine partnerships with the school system requires leaders and teachers demonstrating strong cultural competence, and providing frequent opportunities for shared strategic planning, reflection and decision making.

“ Recognition of local P&C's and processes must be embedded in the college's policies and processes. P&Cs must be encouraged to hold meetings outside of school grounds as well for neutral space so that a diversity of community can attend meetings.

“ School leaders must attend local scheduled public meetings. They should partake in inter-agency meetings, allow parents and children to be innovative in terms of how they want to engage.

“ The college must be a welcoming environment for parents and community groups. All staff should participate in cultural induction. School staff should be involved in community events and groups.

“ The campus needs to involve local community elders, leaders, agency reps in parades, school functions, student talks. School staff should be encouraged to attend a campout, organised and led by parents & community members.

### **Question Four: How can the college create more opportunities to learn from community / parents and carers?**

First Nation's People of the Torres Strait are engaged parents, who work hard to continue *ailan kastom* and promote a cultural confidence in our children.

Fundamental to the success of school-community partnerships is the level of cultural competency of its staff. Leaders and teachers must value our knowledge, traditions, spiritualities and ways of living, and must know the ways through which they can engage respectfully with our families and communities.

The college must work to ensure the cultural competencies of any new staff – engaging with individual school communities to support in provide local context and resources.

“ By respecting *ailan kastom*

“ By engaging Elders and community members in regular bases for decision making.



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“ Ensuring that community member are invited to step in when it comes to Cultural instruction. While we do not have the qualifications to teach them literacy and numeracy, our teaching around culture would benefit the students with identifying their culture and where they come from. To understand their identity. Their identity is the platform they need for when they leave school and the community.

### **Question Five: What professional qualities are required for the role of Principal of Tagai State College?**

Like our children, the Principal of Tagai State College must be two-way strong. They must exhibit the essential qualities of an educational leader, but also demonstrate an unwavering commitment to the aspirations of the First Nation's People of the Torres Strait.

The Principal of Tagai State College must commit in YUMI Education, respect *ailan kastom* and have the professional capabilities to deliver it for the First Nation's People of the Torres Strait.

“ Our Principal must be a visionary, good listener, action and outcome-oriented. Indigeneity is considered a bonus but not essential. The person must:

- have demonstrated knowledge and experience of Indigenous outcomes,
- have demonstrated skills of respecting that each of our communities are different and run independently of others.
- demonstrate that “cultural awareness” is not a session but an ongoing responsibility,
- be able to have regular in-person contact with communities without excuses or bias,
- look past western notions of education and embrace *ailan kastom*
- be energetic,
- be able to sit with communities to come up with their own respective roadmaps and KPIs,
- be open to change within themselves when they undertake this journey

“ They have to be all in, otherwise they shouldn't waste our time and that of our children.

“ Experience in running a State College, with proven managerial skills, knowledge to handle a large number of staff, and the financial integrity to handle financial operations of a College. Clear understanding of indigenous people, their aspirations and issues. Visionary and forward-thinking to take Tagai to the next level as directed by P&Cs, TSIREC & TOs.

**From:** [GODKIN, Vicki](#)  
**To:** [BELL, Stephen](#); [PROUD, Leon](#)  
**Subject:** Notes: Tagai SC R&S process  
**Date:** Thursday, 3 June 2021 8:33:00 AM  
**Attachments:** [image001.jpg](#)  
[Tagai State College RS process 2021 notes 2.6.21 discussion.pptx](#)

---

Morning Stephen and Leon

Please find attached the updated document for the R&S process at Tagai SC based on our discussion yesterday.

Please review and advise if there are any amendments that need to be made. Leon, have I got the territories right?

Questions from me

- Stephen – will the logistics of this panel be organised through your team?
- Stephen – will you organise the development of the template for consultation?
- We need to land on the panel composition – do you want me to progress QTU and principal association reps?
- Can you please discuss the notion of the additional position -- we didn't end up on a final decision

Happy to set some further time aside to discuss any aspects further.

Thanks

Vicki

**Vicki Godkin**

Director, Human Resources Business Partnering

Far North Queensland Region

Department of Education

P: 07 4037 3837

E: [vicki.godkin@qed.qld.gov.au](mailto:vicki.godkin@qed.qld.gov.au)

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PO Box 6094 | Cairns QLD 4870

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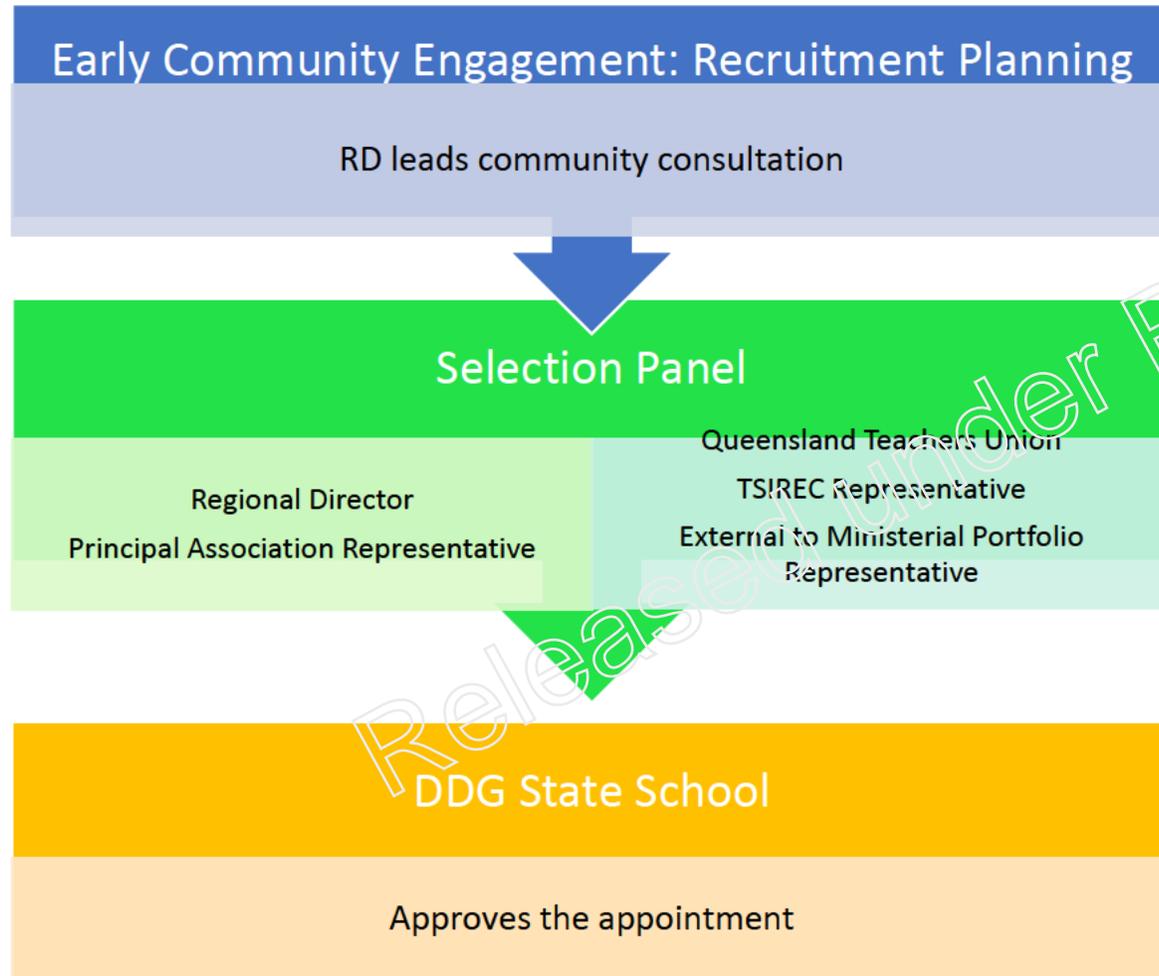
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# Executive Principal Tagai State College

Strategy for Principal Selection

# Community Principal Selection Process



- **Early engagement with community to ensure an understanding of community specific information**

## Discussion 2/6/21

- RD & ADG SSIE – develop 4/5 themes for community input. Develop a template for TSIREC use.
- Must include: Central, Inner Islands, East, Top West, Near West
- Meet with TSIREC – to lead consultation process
- *Other stakeholders*
  - EIB
  - ARD/LP – (HOCs – T&L agenda)
  - Agency providers
- **Selection Panel membership ensures communities representative**
  - Principal Assoc – Mark Breckenridge?
  - QTU – Kate Ruttiman?
  - TSIREC rep – RD/ADG SSIE to discuss further with Ned David
  - Consider 2<sup>nd</sup> community rep (possibly female.)
  - External rep – DATSIP?

# Early Community Engagement



To ensure that relevant community specific information is available to the selection panel prior to selection process:

- **Panel Chair with XXX HR provides panel overview training about the departments selection process**
- Discussion 2/6/21
  - Director HRBP FNQ Region to provide panel overview
- **Panel Chair and TSIREC discussion with community members**
  - See page 2
- **TSIREC and Panel Chair panel member is part of gathering community feedback**
  - See page 2
- Information gathered helps panel to focus questions in interview that will allow the candidate to demonstrate their abilities to work with the community.

# Questions?

- Community information

- Process
  - How to gather a full understanding of community expectations?
  - Segmented (North/South/West/East)
- Develop Areas to prompt discussion ( Leon/Stephen)
  - See page 2
- RD/TSIREC chair to lead the sessions?
  - TSIREC to lead community sessions

## Discussion 2/6/21

- Panel Support and logistics
  - **Panel support?**
    - ESO scribe and support
  - **Face to face or via teams**
    - Face to face
  - **Location for panel: Cairns?**
    - Could be Cairns or Brisbane
  - **Documentation and report development**
    - Work with HRBP

# Principal Selection Panel



## Discussion 2/6/21

- **Determine the selection strategy**
  - **Behavioural Interview? Presentation?**
  - **Focus areas?**
    - 2 part process
    - Presentation based on data (data provided 48 hours before (30 mins presentation + 10 mins follow up questions)
    - Behavioural interview – use CV to identify topic
    - (40 mins)
- All panel members use community information gathered by Panel Chair in collectively developing KPI's and Questions ✓
- All panel members:
  - *set KPIs for each key competency area (SC1,2,3,4, &5)* ✓
  - *Shortlist Candidates* ✓
  - *Selection Technique 2* ✓
- Provide selection report to DDG for approval.
- Department facilitates ethical standards check

# Deputy Director General Approval



- Selection report from the panel is considered by DDG

Discussion 2/6/21

**Regional Director and ARD ensure appropriate professional development and support program is developed.**

- Regional induction:
  - Regional Services
  - State Schools
  - Corporate Services
- ARD to spend 3 days minimum at commencement
- Customised support and mentoring plan to be developed for successful applicant.

# Next Steps

- Identified areas for development of successful candidate...
- What does the professional support and mentoring look like for 6/12/24 months?
  - Who
  - How
  - When
- Measurable improvement

## Discussion 2/6/21

- RD/ADG SSIE to discuss additional position
- Additional Position
  - Associated Principal
    - School operations and strategy
    - Supports school improvement agenda
  - Selection process to run concurrently with principal process
  - Panel Chair nominated and managed through RD

## **Next steps**

Within next 3 weeks (by end of term 2):

- Process timeline finalised
- Advertise mid next term for term 4 start.

**From:** [GODKIN, Vicki](#)  
**To:** [BELL, Stephen](#); [PROUD, Leon](#); [HASTIE-BURROUGHS, Rynell](#)  
**Subject:** RE: Feedback Welcome  
**Date:** Tuesday, 13 July 2021 12:29:00 PM  
**Attachments:** [image003.jpg](#)  
[image004.jpg](#)  
[image005.jpg](#)

---

Hi Stephen

I have added some suggested changes below for your consideration. I was wondering whether it is worthwhile being specific about facets of the email, ie, the community reps and the regions we want TSIREC to consult with. This signals your intent straight away.

I think you could consider being more purposeful around your meeting with Ned. We are almost at the end of the week 1 and time will get away from us.

I like your questions!

Happy to discuss further.

Thanks

Vicki

**Vicki Godkin**

Director, Human Resources Business Partnering

Far North Queensland Region

Department of Education

P: 07 4037 3837

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PO Box 6094 | Cairns QLD 4870

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---

**From:** BELL, Stephen

**Sent:** Tuesday, 13 July 2021 9:38 AM

**To:** PROUD, Leon <Leon.PROUD@qed.qld.gov.au>; GODKIN, Vicki <Vicki.GODKIN@qed.qld.gov.au>; HASTIE-BURROUGHS, Rynell <Rynell.HASTIE-BURROUGHS@qed.qld.gov.au>

**Subject:** Feedback Welcome

FYI – Want to send this email to Ned this week. Any feedback welcome!!!!!!!!!!!!!! My thinking is less is more. Generic info only in writing.

Hi Ned

Hope all is well!

The recruitment and selection process for the permanent Principal of Tagai State College will occur this term **do you want to provide him with a timeline?** To ensure we have optimal community input we would like to invite TSIREC to nominate two community representatives **do you want to specify male and female?** to sit on the recruitment panel. Each representative would be required to undertake panel training **and participate in the full recruitment and selection process.** Ideally these representatives would come from different community groups **regions? Central, Inner Islands, East, Top West, Near West** within the Torres Strait.

We would also like TSIREC to gather / provide some summary feedback from the different island groupings **regions?** around the following questions:

- 1. What do parents / carers want students to be able to do when they leave school?**
- 2. How can parents, communities and students play a meaningful role in school decision making?**
- 3. How can college / community partnerships be strengthened to promote student learning and wellbeing?**

**4. How can the college create more opportunities to learn from community / parents and carers?**

**5. What professional qualities / attributes are required for the role of Principal of Tagai State College?**

Some dot points under each question would greatly assist the panel in the decision making process.

I am hopeful of organising a catch up with you to discuss this email, potential dates etc. I think you need to be more specific here.

Talk soon.

**Stephen Bell**

**A/Regional Director**

Far North Queensland Region

Department of Education

**P:** 07 4037 3899 | **M:** s.47(3)(b) - C

**E:** [stephen.bell2@qed.qld.gov.au](mailto:stephen.bell2@qed.qld.gov.au)

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PO Box 6094 | CAIRNS QLD 4870

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cid:image006.jpg@01D583FE.9EC99300



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**From:** [GODKIN, Vicki](#)  
**To:** [PROUD, Leon](#)  
**Subject:** Re: Notes: Tagai SC R&S process  
**Date:** Friday, 4 June 2021 4:57:23 PM  
**Attachments:** [image004.jpg](#)  
[image005.jpg](#)  
[image001.png](#)

---

Thanks Leon. Have a good weekend.

Vicki

Sent from my iPhone

On 4 Jun 2021, at 4:56 pm, PROUD, Leon <Leon.PROUD@qed.qld.gov.au> wrote:

Hi Vicki  
The split of the Torres Strait looks good.  
regards  
Leon  
<!--[if !vml]-->  
<image001.png>  
<!--[endif]-->**Leon Proud**

**A/Assistant Director-General**

State Schools – Indigenous Education  
Department of Education

---

**P:** 07 302 88157 | **E:** [leon.proud@qed.qld.gov.au](mailto:leon.proud@qed.qld.gov.au) |  
Level 22 | Education House | 30 Mary Street | Brisbane QLD 4000  
PO Box 15033 | City East QLD 4002

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*We recognise the traditional owners of country and their continuing connection to land, air and sea.*

*We pay our respect to them and their cultures and to Elders past, present and emerging.*

<image004.jpg>

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---

**From:** GODKIN, Vicki <Vicki.GODKIN@qed.qld.gov.au>

**Sent:** Thursday, 3 June 2021 8:34 AM

**To:** BELL, Stephen <Stephen.BELL2@qed.qld.gov.au>; PROUD, Leon  
<Leon.PROUD@qed.qld.gov.au>

**Subject:** Notes: Tagai SC R&S process

Morning Stephen and Leon

Please find attached the updated document for the R&S process at Tagai SC based on our discussion yesterday.

Please review and advise if there are any amendments that need to be made. Leon, have I got the territories right?

Questions from me

- Stephen – will the logistics of this panel be organised through your team?
- Stephen – will you organise the development of the template for consultation?
- We need to land on the panel composition – do you want me to progress QTU and principal association reps?
- Can you please discuss the notion of the additional position – we didn't end up on a final decision

Happy to set some further time aside to discuss any aspects further.

Thanks

Vicki

**Vicki Godkin**

Director, Human Resources Business Partnering

Far North Queensland Region

Department of Education

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<image005.jpg>

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**From:** [WILLIAMS Nola](#)  
**To:** [GODKIN Vicki](#)  
**Subject:** RE: QTU representative for a panel - Tagai State College  
**Date:** Monday, 16 August 2021 12:00:14 PM  
**Attachments:** [image001.jpg](#)  
[image004.jpg](#)  
[image005.jpg](#)  
[image006.png](#)

---

Will do

Kind Regards

**Nola Williams**

Executive Services Officer to:

Assistant Regional Directors – Jan Carr and Ken Maclean

Lead Principal – Mandy Whybird

Far North Region

Department of Education

P: 07 4037 3874

E: [Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)

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CAIRNS QLD 4870

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---

**From:** GODKIN, Vicki

**Sent:** Monday, 16 August 2021 11:33 AM

**To:** WILLIAMS, Nola <[Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)>

**Subject:** FW: QTU representative for a panel - Tagai State College

Hi Nola

Can you please contact Julia about Kate Ruttiman's availability.

Thanks

Vicki

**Vicki Godkin**

Director, Human Resources Business Partnering

Far North Queensland Region

Department of Education

P: 07 4037 3837

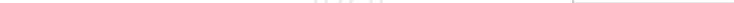
E: [vicki.godkin@qed.qld.gov.au](mailto:vicki.godkin@qed.qld.gov.au)

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**From:** General Secretary Admin <[General\\_Secretary\\_Admin@qtu.asn.au](mailto:General_Secretary_Admin@qtu.asn.au)>

**Sent:** Monday, 16 August 2021 5:54 AM

**To:** GODKIN, Vicki <[Vicki.GODKIN@qed.qld.gov.au](mailto:Vicki.GODKIN@qed.qld.gov.au)>

**Cc:** General Secretary Admin <[General\\_Secretary\\_Admin@qtu.asn.au](mailto:General_Secretary_Admin@qtu.asn.au)>

**Subject:** RE: QTU representative for a panel - Tagai State College

Good morning Vicki

I wanted to pre-emptively provide Kate's availability for the below:

Shortlisting Week 8 (30 August to 3 September): Kate unfortunately has limited availability this week and is only available on

Monday 30<sup>th</sup> August 9am to 2pm.

Interviews Week 9 (6 to 10 September) : Available on Monday 6th 8am to 1pm; Tuesday 7th available 8am to 1pm,  
Wednesday 8th available, Thursday 9th available 8am to 1.30pm, Friday 10th available.

Regards

**Julia McCabe** | PA to the General Secretary and Coordinator of Senior Officer Secretariat (Mon, Tue, Thurs, Fri)

**Queensland Teachers' Union**

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21 Graham St, Milton QLD 4064

PO Box 1750, Milton BC QLD 4064



**From:** GODKIN, Vicki <[Vicki.GODKIN@qed.qld.gov.au](mailto:Vicki.GODKIN@qed.qld.gov.au)>  
**Sent:** Thursday, 12 August 2021 2:16 PM  
**To:** Paige Bousen <[pbousen@qtu.asn.au](mailto:pbousen@qtu.asn.au)>  
**Cc:** General Secretary Admin <[General\\_Secretary\\_Admin@qtu.asn.au](mailto:General_Secretary_Admin@qtu.asn.au)>; QTU Services <[services@qtu.asn.au](mailto:services@qtu.asn.au)>; QTU Records <[records@qtu.asn.au](mailto:records@qtu.asn.au)>; Sammy Blocksidge <[sblocksidge@qtu.asn.au](mailto:sblocksidge@qtu.asn.au)>; QTU Cairns Office <[crn@qtu.asn.au](mailto:crn@qtu.asn.au)>; BELL, Stephen. <[Stephen.BELL2@qed.qld.gov.au](mailto:Stephen.BELL2@qed.qld.gov.au)>  
**Subject:** RE: QTU representative for a panel - Tagai State College

Hi Paige  
 Thank you I had a feeling it was you but wasn't sure if it had changed.  
 The position is advertised now and closes on 26 August. It is listed as a Principal position (but was referred to previously as the Executive Principal.)  
 Stephen Bell is looking at shortlisting in Week 8 (30 August to 3 September) and interviewing in Week 9 (6 to 10 September.) I have copied Stephen into this email.  
 Kind regards  
 Vicki

**Vicki Godkin**  
 Director, Human Resources Business Partnering  
 Far North Queensland Region  
 Department of Education  
 P: 07 4037 3837  
 E: [vicki.godkin@qed.qld.gov.au](mailto:vicki.godkin@qed.qld.gov.au)  
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**From:** Paige Bousen <[pbousen@qtu.asn.au](mailto:pbousen@qtu.asn.au)>  
**Sent:** Thursday, 12 August 2021 2:13 PM  
**To:** GODKIN, Vicki <[Vicki.GODKIN@qed.qld.gov.au](mailto:Vicki.GODKIN@qed.qld.gov.au)>  
**Cc:** General Secretary Admin <[General\\_Secretary\\_Admin@qtu.asn.au](mailto:General_Secretary_Admin@qtu.asn.au)>; QTU Services <[services@qtu.asn.au](mailto:services@qtu.asn.au)>; QTU Records <[records@qtu.asn.au](mailto:records@qtu.asn.au)>; Sammy Blocksidge <[sblocksidge@qtu.asn.au](mailto:sblocksidge@qtu.asn.au)>; QTU Cairns Office <[crn@qtu.asn.au](mailto:crn@qtu.asn.au)>  
**Subject:** RE: QTU representative for a panel - Tagai State College

Hi Vicki  
 The QTU representative on this panel will be QTU General Secretary, Kate Ruttiman.  
 I have copied in Kate's administration staff (Julia) so that you can liaise directly with her in terms of the times for meetings etc.  
 Kind regards  
 Paige

**From:** GODKIN, Vicki <[Vicki.GODKIN@qed.qld.gov.au](mailto:Vicki.GODKIN@qed.qld.gov.au)>  
**Sent:** Thursday, 12 August 2021 1:29 PM  
**To:** Paige Bousen <[pbousen@qtu.asn.au](mailto:pbousen@qtu.asn.au)>  
**Subject:** QTU representative for a panel

Hi Paige  
 Are you able to advise who I speak to in the QTU to organise a representative for the panel for the Executive Principal position at Tagai State College?  
 Many thanks  
 Vicki

**Vicki Godkin**  
 Director, Human Resources Business Partnering  
 Far North Queensland Region  
 Department of Education  
 P: 07 4037 3837  
 E: [vicki.godkin@qed.qld.gov.au](mailto:vicki.godkin@qed.qld.gov.au)  
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**From:** [GODKIN, Vicki](#)  
**To:** [WILLIAMS, Nola](#)  
**Subject:** RE: TAGAI Principal R & S  
**Date:** Thursday, 12 August 2021 3:03:00 PM  
**Attachments:** [image003.jpg](#)  
[image004.jpg](#)  
[image005.jpg](#)

---

Thank you Nola. That is great.

Kind regards

Vicki

**Vicki Godkin**

Director, Human Resources Business Partnering

Far North Queensland Region

Department of Education

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**E:** [vicki.godkin@qed.qld.gov.au](mailto:vicki.godkin@qed.qld.gov.au)

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**From:** WILLIAMS, Nola  
**Sent:** Thursday, 12 August 2021 2:49 PM  
**To:** GODKIN, Vicki <[Vicki.GODKIN@qed.qld.gov.au](mailto:Vicki.GODKIN@qed.qld.gov.au)>  
**Subject:** RE: TAGAI Principal R & S

Vicki

Thank you for your reply.

I have reserved in Stephen's calendar

Shortlisting 9.00am to 12.00pm 1 Sept

Interviews 8.00am to 3.30pm 8 Sept

Kind Regards

**Nola Williams**

Executive Services Officer to:

Assistant Regional Directors – Jan Carr and Ken Maclean

Lead Principal – Mandy Whybird

Far North Region

Department of Education

**P:** 07 4037 3874

**E:** [nola.WILLIAMS@qed.qld.gov.au](mailto:nola.WILLIAMS@qed.qld.gov.au)

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CAIRNS QLD 4870

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**From:** GODKIN, Vicki

**Sent:** Thursday, 12 August 2021 2:26 PM

**To:** WILLIAMS, Nola <[Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)>  
**Cc:** CARR, Janette <[Janette.CARR@qed.qld.gov.au](mailto:Janette.CARR@qed.qld.gov.au)>; BELL, Stephen <[Stephen.BELL2@qed.qld.gov.au](mailto:Stephen.BELL2@qed.qld.gov.au)>

**Subject:** RE: TAGAI Principal R & S

Hi Nola

Thank you for your email. Stephen and I are both organising members for this panel. Are you able to advise the dates you locked in for shortlisting and interviews please? A decision needs to be made about whether the interviews will be face-to-face or via TEAMS. I have organised the QTU representative and I have attached the email advising this. I will advise you shortly of the Principal Association representative.

Kind regards

Vicki

**Vicki Godkin**

**Director, Human Resources Business Partnering**

Far North Queensland Region

Department of Education

**P:** 07 4037 3837

**E:** [vicki.godkin@qed.qld.gov.au](mailto:vicki.godkin@qed.qld.gov.au)

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**From:** WILLIAMS, Nola

**Sent:** Thursday, 12 August 2021 2:11 PM

**To:** GODKIN, Vicki <[Vicki.GODKIN@qed.qld.gov.au](mailto:Vicki.GODKIN@qed.qld.gov.au)>

**Cc:** WILLIAMS, Nola <[Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)>

**Subject:** TAGAI Principal R & S

Hi Vicki

Tagai Principal position became live on Smart Jobs today. Jan Carr advised that you and Stephen are looking after this recruitment. I have blocked out dates in Stephen's calendar for shortlisting and interviews. I am aware of the regular process of R & S Principal, although I have been informed this is a very special case, hence you and Stephen being involved. I am willing and ready to start supporting you both in the process. Are you able to please steer me on the course of action?

Kind Regards

**Nola Williams**

**Executive Services Officer to:**

**Assistant Regional Directors – Jan Carr and Ken Maclean**

**Lead Principal – Mandy Whybird**

Far North Region

Department of Education

**P:** 07 4037 3874

**E:** [nola.WILLIAMS@qed.qld.gov.au](mailto:nola.WILLIAMS@qed.qld.gov.au)

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CAIRNS QLD 4870

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**From:** [GODKIN, Vicki](#)  
**To:** [CARR, Janette](#); [WILLIAMS, Nola](#)  
**Subject:** RE: TAGAI Principal R & S  
**Date:** Thursday, 12 August 2021 3:58:00 PM  
**Attachments:** [image002.jpg](#)  
[image004.png](#)  
[image006.jpg](#)  
[image007.jpg](#)  
[image008.jpg](#)  
[image001.png](#)

---

Hi Jan

Thanks. Yes – we were just waiting on COVID restrictions to make a decision.

Kind regards

Vicki

**Vicki Godkin**

Director, Human Resources Business Partnering

Far North Queensland Region

Department of Education

**P:** 07 4037 3837

**E:** [vicki.godkin@qed.qld.gov.au](mailto:vicki.godkin@qed.qld.gov.au)

17 – 19 Sheridan Street | Cairns QLD 4870

PO Box 6094 | Cairns QLD 4870

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---

**From:** CARR, Janette

**Sent:** Thursday, 12 August 2021 3:55 PM

**To:** GODKIN, Vicki <[Vicki.GODKIN@qed.qld.gov.au](mailto:Vicki.GODKIN@qed.qld.gov.au)>; WILLIAMS, Nola <[Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)>

**Subject:** RE: TAGAI Principal R & S

Vicki

Speak to Stephen – in his last conversation about this to me he stated he wanted face to face in Cairns or Brisbane (if we are lucky and COVID allows). He wanted a presentation type of interview and then a question response interview.

Kind Regards

Jan Carr

Assistant Regional Director

Far North Queensland Region

Department of Education

**P:** 07 40373887 M: [s.47\(3\)\(b\) - Cont](#) E: [Janette.Carr@qed.qld.gov.au](mailto:Janette.Carr@qed.qld.gov.au)

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Please assist us to assist you by scanning and emailing documents to us, rather than faxing or posting.

Also please consider the environment before printing this email.

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cid:image004.jpg@01D568A0.3B9675B0



**From:** GODKIN, Vicki  
**Sent:** Thursday, 12 August 2021 2:26 PM  
**To:** WILLIAMS, Nola <[Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)>  
**Cc:** CARR, Janette <[Janette.CARR@qed.qld.gov.au](mailto:Janette.CARR@qed.qld.gov.au)>; BELL, Stephen <[Stephen.BELL2@qed.qld.gov.au](mailto:Stephen.BELL2@qed.qld.gov.au)>  
**Subject:** RE: TAGAI Principal R & S

Hi Nola

Thank you for your email. Stephen and I are both organising members for this panel. Are you able to advise the dates you locked in for shortlisting and interviews please? A decision needs to be made about whether the interviews will be face-to-face or via TEAMS. I have organised the QTU representative and I have attached the email advising this. I will advise you shortly of the Principal Association representative.

Kind regards

Vicki

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**From:** WILLIAMS, Nola  
**Sent:** Thursday, 12 August 2021 2:11 PM  
**To:** GODKIN, Vicki <[Vicki.GODKIN@qed.qld.gov.au](mailto:Vicki.GODKIN@qed.qld.gov.au)>  
**Cc:** WILLIAMS, Nola <[Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)>  
**Subject:** TAGAI Principal R & S

Hi Vicki

Tagai Principal position became live on Smart Jobs today. Jan Carr advised that you and Stephen are looking after this recruitment. I have blocked out dates in Stephen's calendar for shortlisting and interviews. I am aware of the regular process of R & S Principal, although I have been informed this is a very special case, hence you and Stephen being involved. I am willing and ready to start supporting you both in the process. Are you able to please steer me on the course of action?

Kind Regards

**Nola Williams**

Executive Services Officer to:

Assistant Regional Directors – Jan Carr and Ken Maclean

Lead Principal – Mandy Whybird

Far North Region

Department of Education

P: 07 4037 3874

E: [nola.WILLIAMS@qed.qld.gov.au](mailto:nola.WILLIAMS@qed.qld.gov.au)

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CAIRNS QLD 4870

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**From:** [WILLIAMS, Nola](#)  
**To:** [GODKIN, Vicki](#)  
**Subject:** RE: TAGAI Principal R & S  
**Date:** Monday, 16 August 2021 11:47:45 AM  
**Attachments:** [image002.jpg](#)  
[image003.jpg](#)  
[image004.jpg](#)

**Contact details:**

**QTU:** Paige Bousen/Sammy Blocksidge: [services@qtu.asn.au](mailto:services@qtu.asn.au) 3512 9000  
(this is for both secondary and primary)

**Primary Schools – QASSP** – Philippa Stevens [Philippa@qassp.org.au](mailto:Philippa@qassp.org.au) or 3852 3411  
[Ellie Cooper ellie@qassp.org.au](mailto:Ellie.Cooper@qassp.org.au) s.47(3)(b) - Contrary to Public Interest

**Secondary Schools – QSPA** – Mark Breckenridge [president@qspa.org.au](mailto:president@qspa.org.au) s.47(3)(b) - Contra

**If a state school P-12 or P-10 check with ARD if they want a QASSP or QSPA member.**

\*Above bodies need 10 working days for panel member requests (preferably)

**HR Central** – Sandy Cook – 3055 2920 any queries

Kind Regards

**Nola Williams**

Executive Services Officer to:

Assistant Regional Directors – Jan Carr and Ken Maclean

Lead Principal – Mandy Whybird

Far North Region

Department of Education

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E: [Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)

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CAIRNS QLD 4870

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**From:** GODKIN, Vicki

**Sent:** Monday, 16 August 2021 11:35 AM

**To:** WILLIAMS, Nola <[Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)>

**Subject:** RE: TAGAI Principal R & S

Hi Nola

I have spoken with Stephen – he is still working on the independent panel member. I will follow up with the community reps.

Do you have the contact number of the P-12 Principal Association please?

Thanks

Vicki

**Vicki Godkin**

Director, Human Resources Business Partnering

Far North Queensland Region

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**From:** WILLIAMS, Nola

**Sent:** Monday, 16 August 2021 9:06 AM

**To:** GODKIN, Vicki <[Vicki.GODKIN@qed.qld.gov.au](mailto:Vicki.GODKIN@qed.qld.gov.au)>

**Subject:** FW: TAGAI Principal R & S

Good morning Vicki

Wondering if there is any advancement on securing all panel members please.

Kind Regards

**Nola Williams**

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cid:image003.jpg@01D79291.22DE34A0



**From:** GODKIN, Vicki

**Sent:** Thursday, 12 August 2021 2:26 PM

**To:** WILLIAMS, Nola <[Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)>

**Cc:** CARR, Janette <[Janette.CARR@qed.qld.gov.au](mailto:Janette.CARR@qed.qld.gov.au)>; BELL, Stephen

<[Stephen.BELL2@qed.qld.gov.au](mailto:Stephen.BELL2@qed.qld.gov.au)>

**Subject:** RE: TAGAI Principal R & S

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Kind regards

Vicki

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**Cc:** WILLIAMS, Nola <[Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)>

**Subject:** TAGAI Principal R & S

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CAIRNS QLD 4870

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cid:image005.jpg@01D78F85.53A0FA00



**From:** [WILLIAMS, Nola](#)  
**To:** [GODKIN, Vicki](#)  
**Subject:** RE: TAGAI Principal R & S  
**Date:** Thursday, 19 August 2021 3:57:01 PM  
**Attachments:** [image002.jpg](#)  
[image003.jpg](#)  
[image004.jpg](#)

---

Many thanks Vicki

Kind Regards

**Nola Williams**

Executive Services Officer to:  
Assistant Regional Directors – Jan Carr and Ken Maclean  
Lead Principal – Mandy Whybird

Far North Region

Department of Education

**P:** 07 4037 3874

**E:** [Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)

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CAIRNS QLD 4870

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**From:** GODKIN, Vicki  
**Sent:** Thursday, 19 August 2021 3:38 PM  
**To:** WILLIAMS, Nola <[Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)>  
**Subject:** RE: TAGAI Principal R & S

Hi Nola

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Can you please email him on [president@gspa.org.au](mailto:president@gspa.org.au) and his ESO will assist with the arrangements.

We are now waiting on the additional community rep and the independent rep.

Kind regards

Vicki

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Far North Queensland Region

Department of Education

**P:** 07 4037 3837

**E:** [vicki.godkin@qed.qld.gov.au](mailto:vicki.godkin@qed.qld.gov.au)

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PO Box 6094 | Cairns QLD 4870

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---

**From:** WILLIAMS, Nola

**Sent:** Tuesday, 17 August 2021 10:24 AM  
**To:** GODKIN, Vicki <[Vicki.GODKIN@qed.qld.gov.au](mailto:Vicki.GODKIN@qed.qld.gov.au)>  
**Subject:** FW: TAGAI Principal R & S  
Good morning Vicki I hope your day is going well  
Its me again sorry to be a pest.  
Any advancement on the panel members for TAGAI ?

Kind Regards

**Nola Williams**

Executive Services Officer to:  
Assistant Regional Directors – Jan Carr and Ken Maclean  
Lead Principal – Mandy Whybird

Far North Region

Department of Education

**P:** 07 4037 3874

**E:** [nola.WILLIAMS@qed.qld.gov.au](mailto:nola.WILLIAMS@qed.qld.gov.au)

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CAIRNS QLD 4870

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cid:image003.jpg@01D7950F.CD4E5570

**From:** GODKIN, Vicki

**Sent:** Monday, 16 August 2021 11:35 AM

**To:** WILLIAMS, Nola <[Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)>

**Subject:** RE: TAGAI Principal R & S

Hi Nola

I have spoken with Stephen – he is still working on the independent panel member. I will follow up with the community reps.

Do you have the contact number of the P-12 Principal Association please?

Thanks

Vicki

**Vicki Godkin**

Director, Human Resources Business Partnering

Far North Queensland Region

Department of Education

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**E:** [vicki.godkin@qed.qld.gov.au](mailto:vicki.godkin@qed.qld.gov.au)

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PO Box 6094 | Cairns QLD 4870

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Please consider the environment before printing this email.

**From:** WILLIAMS, Nola

**Sent:** Monday, 16 August 2021 9:06 AM

**To:** GODKIN, Vicki <[Vicki.GODKIN@qed.qld.gov.au](mailto:Vicki.GODKIN@qed.qld.gov.au)>

**Subject:** FW: TAGAI Principal R & S

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CAIRNS QLD 4870

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cid:image003.jpg@01D79291.22DE34A0



**From:** GODKIN, Vicki

**Sent:** Thursday, 12 August 2021 2:26 PM

**To:** WILLIAMS, Nola <[Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)>

**Cc:** CARR, Janette <[Janette.CARR@qed.qld.gov.au](mailto:Janette.CARR@qed.qld.gov.au)>; BELL, Stephen <[Stephen.BELL2@qed.qld.gov.au](mailto:Stephen.BELL2@qed.qld.gov.au)>

**Subject:** RE: TAGAI Principal R & S

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Kind regards

Vicki

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Director, Human Resources Business Partnering

Far North Queensland Region

Department of Education

P: 07 4037 3857

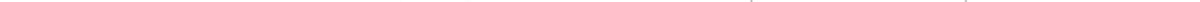
E: [vicki.godkin@qed.qld.gov.au](mailto:vicki.godkin@qed.qld.gov.au)

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PO Box 6094 | Cairns QLD 4870

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**From:** WILLIAMS, Nola

**Sent:** Thursday, 12 August 2021 2:11 PM

**To:** GODKIN, Vicki <[Vicki.GODKIN@qed.qld.gov.au](mailto:Vicki.GODKIN@qed.qld.gov.au)>

**Cc:** WILLIAMS, Nola <[Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)>



**Subject:** TAGAI Principal R & S

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Far North Region

Department of Education

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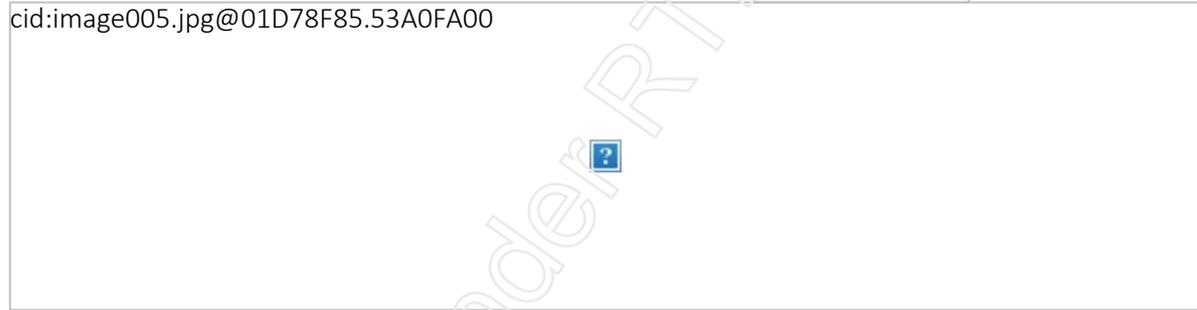
E: [nola.WILLIAMS@qed.qld.gov.au](mailto:nola.WILLIAMS@qed.qld.gov.au)

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**From:** [WILLIAMS, Nola](#)  
**To:** [GODKIN, Vicki](#)  
**Subject:** RE: TAGAI Principal R & S  
**Date:** Friday, 20 August 2021 11:02:49 AM  
**Attachments:** [image002.jpg](#)  
[image003.jpg](#)  
[image004.jpg](#)

---

Thank you

Kind Regards

**Nola Williams**

Executive Services Officer to:  
Assistant Regional Directors – Jan Carr and Ken Maclean  
Lead Principal – Mandy Whybird

Far North Region

Department of Education

**P:** 07 4037 3874

**E:** [Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)

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CAIRNS QLD 4870

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**From:** GODKIN, Vicki  
**Sent:** Friday, 20 August 2021 10:59 AM  
**To:** WILLIAMS, Nola <[Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)>  
**Subject:** RE: TAGAI Principal R & S

Hi Nola

Ned's contact phone number is: [s.47\(3\)\(b\) - Contra](#) We are still waiting on an additional community representative.

Thanks

Vicki

**Vicki Godkin**

Director, Human Resources Business Partnering

Far North Queensland Region

Department of Education

**P:** 07 4037 3837

**E:** [vicki.godkin@qed.qld.gov.au](mailto:vicki.godkin@qed.qld.gov.au)

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**From:** WILLIAMS, Nola  
**Sent:** Friday, 20 August 2021 10:08 AM  
**To:** GODKIN, Vicki <[Vicki.GODKIN@qed.qld.gov.au](mailto:Vicki.GODKIN@qed.qld.gov.au)>  
**Subject:** RE: TAGAI Principal R & S

Thank you Vicki  
Stephen told me the community rep will be Ned David, do you know how I might contact him?

Kind Regards

**Nola Williams**

Executive Services Officer to:  
Assistant Regional Directors – Jan Carr and Ken Maclean  
Lead Principal – Mandy Whybird

Far North Region

Department of Education

P: 07 4037 3874

E: [Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)

Level 2 | Queensland Government Building | 17-19 Sheridan Street |

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Please consider the environment before printing this email.



**From:** GODKIN, Vicki

**Sent:** Thursday, 19 August 2021 3:38 PM

**To:** WILLIAMS, Nola <[Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)>

**Subject:** RE: TAGAI Principal R & S

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**Sent:** Tuesday, 17 August 2021 10:24 AM

**To:** GODKIN, Vicki <[Vicki.GODKIN@qed.qld.gov.au](mailto:Vicki.GODKIN@qed.qld.gov.au)>

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**Cc:** CARR, Janette <[Janette.CARR@qed.qld.gov.au](mailto:Janette.CARR@qed.qld.gov.au)>; BELL, Stephen <[Stephen.BELL2@qed.qld.gov.au](mailto:Stephen.BELL2@qed.qld.gov.au)>

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**From:** WILLIAMS, Nola

**Sent:** Thursday, 12 August 2021 2:11 PM

**To:** GODKIN, Vicki <[Vicki.GODKIN@qed.qld.gov.au](mailto:Vicki.GODKIN@qed.qld.gov.au)>

**Cc:** WILLIAMS, Nola <[Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)>

**Subject:** TAGAI Principal R & S

Hi Vicki

Tagai Principal position became live on Smart Jobs today.

Jan Carr advised that you and Stephen are looking after this recruitment.

I have blocked out dates in Stephen's calendar for shortlisting and interviews.

I am aware of the regular process of R & S Principal, although I have been informed this is a very special case, hence you and Stephen being involved.

I am willing and ready to start supporting you both in the process.

Are you able to please steer me on the course of action?

Kind Regards

**Nola Williams**

Executive Services Officer to:

Assistant Regional Directors – Jan Carr and Ken Maclean

Lead Principal – Mandy Whybird

Far North Region

Department of Education

P: 07 4037 3874

E: [nola.WILLIAMS@qed.qld.gov.au](mailto:nola.WILLIAMS@qed.qld.gov.au)

Level 2 | Queensland Government Building | 17-19 Sheridan Street |

CAIRNS QLD 4870

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cid:image005.jpg@01D78F85.53A0FA00



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**From:** [GODKIN, Vicki](#)  
**To:** [WILLIAMS, Nola](#)  
**Cc:** [CARR, Janette](#); [BELL, Stephen](#)  
**Subject:** RE: TAGAI Principal R & S  
**Date:** Thursday, 12 August 2021 2:25:00 PM  
**Attachments:** [image003.jpg](#)  
[image004.jpg](#)  
[image005.jpg](#)  
[RE OTU representative for a panel - Tagai State College.msg](#)

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Hi Nola

Thank you for your email. Stephen and I are both organising members for this panel. Are you able to advise the dates you locked in for shortlisting and interviews please? A decision needs to be made about whether the interviews will be face-to-face or via TEAMS. I have organised the QTU representative and I have attached the email advising this. I will advise you shortly of the Principal Association representative.

Kind regards

Vicki

**Vicki Godkin**

Director, Human Resources Business Partnering

Far North Queensland Region

Department of Education

P: 07 4037 3837

E: [vicki.godkin@qed.qld.gov.au](mailto:vicki.godkin@qed.qld.gov.au)

17 – 19 Sheridan Street | Cairns QLD 4870

PO Box 6094 | Cairns QLD 4870

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**Sent:** Thursday, 12 August 2021 2:11 PM

**To:** GODKIN, Vicki <[Vicki.GODKIN@qed.qld.gov.au](mailto:Vicki.GODKIN@qed.qld.gov.au)>

**Cc:** WILLIAMS, Nola <[Nola.WILLIAMS@qed.qld.gov.au](mailto:Nola.WILLIAMS@qed.qld.gov.au)>

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**From:** [Paige Bousen](#)  
**To:** [GODKIN, Vicki](#)  
**Cc:** [General Secretary Admin](#); [QTU Services](#); [QTU Records](#); [Sammy Blocksidge](#); [QTU Cairns Office](#)  
**Subject:** RE: QTU representative for a panel - Tagai State College  
**Date:** Thursday, 12 August 2021 2:13:31 PM  
**Attachments:** [image001.jpg](#)

---

Hi Vicki

The QTU representative on this panel will be QTU General Secretary, Kate Ruttiman.

I have copied in Kate's administration staff (Julia) so that you can liaise directly with her in terms of the times for meetings etc.

Kind regards  
Paige

---

**From:** GODKIN, Vicki <Vicki.GODKIN@qed.qld.gov.au>  
**Sent:** Thursday, 12 August 2021 1:29 PM  
**To:** Paige Bousen <pbousen@qtu.asn.au>  
**Subject:** QTU representative for a panel

Hi Paige

Are you able to advise who I speak to in the QTU to organise a representative for the panel for the Executive Principal position at Tagai State College?

Many thanks

Vicki

**Vicki Godkin**

Director, Human Resources Business Partnering

Far North Queensland Region  
Department of Education

**P:** 07 4037 3837

**E:** [vicki.godkin@qed.qld.gov.au](mailto:vicki.godkin@qed.qld.gov.au)

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**From:** [WILLIAMS, Nola](#)  
**To:** [GODKIN, Vicki](#); [BELL, Stephen](#)  
**Subject:** Tagai SC- Panel Composition Form .docx  
**Date:** Tuesday, 24 August 2021 12:12:48 PM  
**Attachments:** [Tagai SC- Panel Composition Form .docx](#)

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Good afternoon Vicki and Stephen

Please see attached the completed Tagai SC Panel Composition. Six panellists are now confirmed, and contact details enclosed.

I eagerly await your instruction to proceed with the next steps.

Regards

Nola Williams

Your message is ready to be sent with the following file or link attachments:

Tagai SC- Panel Composition Form .docx

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## Panel Composition, Principal – Tagai State College - 2021

Location	Advertisement Number	Chair Contact Details (Phone and Email)	QTU Representative Contact details (Phone and Email)	QSPA Representative Contact Details (Phone and Email)	Two School Council Representatives Contact Details (Phone and Email)
Principal Tagai SC	QLD/FNR382894/21 P	<p>Name: Stephen Bell Position: Acting Regional Director Phone: Email: Stephen.BELL2@qed.qld.gov.au</p> <p>ESO Details Tui Marlow <a href="mailto:Tui.MARLOW@qed.qld.gov.au">Tui.MARLOW@qed.qld.gov.au</a></p>	<p>Name: Kate Ruttiman Position: General Secretary QTU Phone: <a href="#">s.47(3)(b) - Contra</a> Email: <a href="mailto:kruttiman@qtu.asn.au">kruttiman@qtu.asn.au</a></p> <p><a href="mailto:General_Secretary_Admin@qtu.asn.au">General_Secretary_Admin@qtu.asn.au</a></p> <p>Kate's PA – Julia McCabe <a href="mailto:jmccabe@qtu.asn.au">jmccabe@qtu.asn.au</a></p>	<p>Name: Mark Breckenridge Position: President, QSPA Phone: <a href="#">s.47(3)(b) - Contra</a> Email: <a href="mailto:president@qspa.org.au">president@qspa.org.au</a></p>	<p>Person one : Name: Lui Ned David Position: Chairperson, TSIREC Phone: <a href="#">s.47(3)(b) - Contra</a> Email: <a href="mailto:ned.david@tsirec.com.au">ned.david@tsirec.com.au</a></p> <p>Person two : Name: Gezia Stow Position: Tagai State College, Council Member Phone: <a href="#">s.47(3)(b) - Contra</a> Email: <a href="#">s.47(3)(b) - Contrary to Public</a></p>
		<p><b>Other Government Dept Representative Contact Details (Phone and Email)</b></p>			
		<p>Name: Mick Gooiker Position: Detective Senior Sargent Phone: 4030 8234 Email: <a href="mailto:Gooiker.MichaelJ@police.qld.gov.au">Gooiker.MichaelJ@police.qld.gov.au</a></p>			

Regional HR Contact:

Opening Date: 12 August 2021

Closing Date: 26 August 2021

Shortlisting: 1 September 2021 9am – 12pm

Interviews: 8 September 2021 8am – 3.30pm