



Australian Capital Territory

Gazette

No. 33, Thursday 17 August, 2000

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ACT Government Homepage: <http://www.act.gov.au>

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

The ACT Government Gazette is published each Thursday. The sections included in the publication are:

- General Information;
- Employment
- Government Notices;
- Purchasing and Disposals;
- Invitations to Tender, Quote or Register Interest;
- Contracts arranged, and
- Private Notices

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Notices for Publications

Notices for the Gazette are to be lodged by 12 noon on the Wednesday prior to publication. Notices can be lodged in advance in hard copy or facsimile, by electronic mail or diskette, with a brief message of instruction and a WORD compatible document attachment.

A Gazette Request Form must also be delivered to the Gazette Office, by hand, mail or fax. For copies of this form please telephone the Gazette Office or go to www.publishing.act.gov.au/pub/gazreq.doc.

Signed notices must be sighted by the Gazette Office before gazettal can proceed.

Purchasing and Disposal Codes may be accessed on the ACT Government Website: www.publishing.act.gov.au/pub/gazette/p&d.pdf. Alternatively, you may obtain a hard copy listing by contacting the gazette office.

Private Notices

The fee for a private notice is as follows:

- minimum charge \$1.10 per word or \$110.00 whichever is the greater.

Cheques are to be made payable to 'Publishing Services' and are to be forwarded to the Gazette office with a copy of the notice (Either on a PC formatted disk in WORD, or if the notice has already been emailed, a hard copy of the notice) and Gazette Request Form. Payment can be made by EFTPOS (Bankcard, Visa or Mastercard) by telephoning the Gazette Office. Payment must be received before gazettal can proceed.

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Copies of the ACT Government Gazette may be purchased at a cost of \$5.50 (or \$2.20 for a Special Gazette) from the ACT Government shopfront, Legislation/Gazette sales counter, Ground Floor, FAI House, Corner of London Circuit and Akuna Street, Canberra City. Subscriptions to the Gazette maybe arranged through the Gazette Office at a price of \$420.00 (1 July 2000 - 30 June 2001) or part thereof, including postage. Refunds will not be given for cancellations. Claims for missing items will be recognised as valid if lodged within 28 days of publication.

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EMPLOYMENT

ACT Public Service

Executive Contracts

CHIEF MINISTER'S DEPARTMENT

Termination

Moiya Ford

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Appointment

Stephen Bramah
 Director, Office of Training and Adult Education
 (E074)

General Information

Eligibility to apply for advertised vacancies

All permanent vacancies advertised in the Gazette are open to all Australian citizens or permanent residents of Australia except where:

- the Chief Executive has decided that because of cost or operational efficiency a vacancy should be advertised as open only to permanent officers and groups with eligibility rights. Restricted positions will be marked #
- a former officer is restricted from re-employment under section 114 of the Public Sector Management Act 1994.

Groups with eligibility rights are:

- an officer of the Australian Public Service (APS) applying for appointment (see section 115 of the Act)
- a former officer of the APS or ACTPS who has resigned, if:

*they resigned to rear a child, after taking at least three months maternity or parental leave; and

*they resigned within two years of the date of birth of the child for which the period of maternity leave was granted;

*the position for which they are applying is advertised in the gazette within six years from the date of the birth of the child for which the maternity or parental leave was granted; and

* they have a statement from the relevant Chief Executive of the details of their resignation which was obtained at the time of resignation;

- an 'officer' of an approved organisation listed in Standard 4, Part 6, Mobility with Approved Organisations, employed on other than a temporary basis, applying for appointment;

- a temporary employee who has been employed by the ACTPS in one job for six months continuously, may apply for appointment to an advertised vacancy:

* if still employed in that temporary job; and

* the six months eligibility period is reached before the applications close.

Excess Officers – ACTPS Officers who have been formally declared excess and who apply for transfer to any advertised permanent vacancy must be considered for in isolation from, and not in competition with, other applicants. Where more than one excess officer applies, a merit selection process should first be conducted between the excess officers.

Excess officers applying for transfer to advertised vacancies are not to be considered in competition with applicants who are not excess.

The consideration of the excess officer(s) should be a genuine assessment of whether the officer is suitable for the vacancy, including with reasonable training, and should be conducted in a manner demonstrably similar to that which would apply to other officers if no excess officer had applied.

Should you have any queries in regard to this matter please contact your Personnel Section.

Vacancies

DEPARTMENT OF HEALTH AND COMMUNITY CARE

**Population Health Division
 Health Protection Service
 ACT Government Analytical Laboratory
 Food and Environmental Chemistry**

**Professional Officer Class 1, \$31034-43539,
 Canberra (PN. 24699)**

Closing date: 31 August 2000

Duties: Under direction perform chemical and/or other analysis and carry out investigations of samples requiring professional training. Prepare associated reports and correspondence. Assist senior staff in more complex analytical and investigation work. As required oversight the work of technical staff and provide advice and assistance on methodology and technique. Eligibility/other requirements: Degree or Diploma in Science or other approved qualification.

Contact Officer: Wayne Riley (02) 62058718
 Selection documentation may be obtained from
 Cathie McIntosh (02) 62051710
 Apply: 20
 CC: 148-9011-16943

EMPLOYMENT (Continued)

THE CANBERRA HOSPITAL

Surgical Services Pain Management Service

**Registered Nurse Level 3 \$47,581 - \$50,648,
Canberra (PN. 26321)**

Closing date: 31st August 2000

Duties: Coordinate and facilitate the development and provision of nursing and clerical services within the Pain Management Unit; provide clinical expertise in the provision of pain management practices to clients of the Pain Management Unit.

Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Registration Board; minimum of five years post registration experience including a period of demonstrated competency in relevant field of nursing practice is mandatory

Note: This is a permanent full time vacancy

Contact Officer: Claire Culley (02) 6244 2765
Selection documentation may be obtained from Nursing Recruitment (02) 6244 2257

Apply: 16

CC: 148-9010-16875 (1969)

Medical Services Medical Oncology

**Registered Nurse Level 1 \$32,245 - \$41,789,
Canberra (PN. Several)**

Duties: Provide comprehensive direct patient care by utilising the four phases of the nursing process.

Eligibility/other requirements: Holds or is eligible for registration as a general nurse with the ACT Nurses Registration Board is mandatory; Oncology experience is preferred but not essential.

Note: These positions may be filled on a permanent full or part time basis

Contact Officer: Helen DeBrett – Nurse Manager (02) 6244 3257

Selection documentation may be obtained from Nursing Recruitment (02) 6244 2257

Apply: 16

CC: 148-9010-16875 (1798)

Pathology Services Pathology Reception

**Technical Officer Level 1 \$29,358 - \$32,245,
Canberra (PN. 28887)**

Closing date: 31 August 2000

Duties: In accordance with relevant policies and procedures, identify and register patient and specimen information on the Pathology Laboratory System. Provide a reception and telephone enquiry service, liaising with various medical and laboratory staff and clients. Collect pathology specimens as required from in-patients and out-patients of ACT Pathology. Eligibility/other requirements: Keyboard skills and medical terminology an advantage and blood collecting skills or a willingness to learn blood collection essential.

Note: This is a full-time position. Previous applicants will be considered and need not reapply.

Contact Officer: Charmaine Gray (02) 6244 2932
Selection documentation may be obtained from Human Resource Management Unit (02) 6244 3139

Apply: 16

CC: 148-9010-16875 (3133)

Pathology Services Microbiology

**Professional Officer Class 2/Technical Officer
Level 4 \$43,416 - \$48,520, Canberra**

Closing date: 31 August 2000

Duties: This is a challenging and dynamic role and we are seeking an innovative person who will be required to have effective supervision skills and the ability to understand complex problems and identify workable solutions. You must be self-motivated, with good interpersonal skills and have at least five years supervisory experience within a Microbiology laboratory, with a proven track record at operational level. You will, on rotational basis, be responsible for the daily areas of the laboratory. Other responsibilities of this post include training of staff as well as the development of laboratory practices.

Eligibility/other requirements: An approved Degree or Diploma in Pathology or related discipline or other approved relevant qualification.

Note: The position will be filled dependant on qualifications. Participation in after hours service and weekend work will be required.

Contact Officer: Paul Southwell (02) 6244 2510
Selection documentation may be obtained from Human Resource Management Unit (02) 6244 3139

Apply: 16

CC: 148-9010-16875 (3123)

EMPLOYMENT (Continued)

Mental Health Services

City Mental Health

Professional Officer Class 1/Registered Nurse Level 2 \$30,276 – \$45,877, Canberra

Closing date: 31 August 2000

Duties: ACT Mental Health Services are seeking an enthusiastic mental health professional who will be responsible for delivering clinical management to a number of adult individuals in the community setting. You will work within a multidisciplinary team environment. A strong commitment to the philosophy of Community Mental Health is desirable.

Eligibility/other requirements: Tertiary qualification or equivalent in Psychology, Social Work, Occupational Therapy or Mental Health Nursing with current ACT Registration where applicable, and/or eligibility for membership of the appropriate professional organisation.

Note: This is a full-time position and the work will be provided through extended hours (some weekends and evenings). The position will be filled dependant on qualifications. Please indicate on your application the classification level you are applying for.

Contact Officer: Ian Cassie (02) 6205 1067
Selection documentation may be obtained from Human Resource Management Unit (02) 6244 3139
Apply: 16
CC: 148-9010-16875 (2232)

Womens and Childrens Health SMT Genetics

Professional Officer Class 1 (Genetics Counsellor) \$30,276-42,475, Canberra (PN. 25607)

Closing date: 31 August 2000

Duties: Applications are invited for the position of Genetic Counsellor for the ACT to be employed by The Canberra Hospital.

The Genetic Counsellor will be working with children and families throughout the ACT, dealing with the problems arising when families are faced with the occurrence or risk of genetic disorder. The counsellor will require skills and knowledge in crisis, loss and bereavement counselling.

Salary will be in accordance with qualifications and experience.

Eligibility/other requirements: A relevant degree or diploma. Completion of Part 1 and working towards Part 2 of HGSA (Genetics and Counselling).

Contact Officer: Rosemary O'Donnell
(02) 6244 3130
Selection documentation may be obtained from Human Resource Management Group
(02) 6244 3580
CC: 148-9010-16875 2132

ACT COMMUNITY CARE

ALCOHOL AND DRUG PROGRAM

Administrative Service Officer Class 5, Case Worker \$39,802-\$42,204, Canberra (PN. Several positions)

Closing date: 31 August 2000

Duties: The Alcohol and Drug Program is seeking applications from suitably experienced individuals to fill vacancies as Case Workers. These positions involve undertaking a full range of client related activities incorporating assessment, client planning and health promotion. Knowledge and experience is required in alcohol and other drug related issues in addition to a commitment to central Program philosophies. The position also requires a basic knowledge of physical and health implications in relation to alcohol and other drug use.

Note: these are multiclassified positions to be filled at either PO1, RN1 or ASO5 level

Contact Officer: Sally Pink (02) 6205 0957
Selection documentation may be obtained from Tanya Woods (02) 6205 2121
Apply: 21
CC: 148-9009-16852

Integrated Health Care Program, ACT Diabetes Service

Professional Officer Class 2 Dietitian \$42,986 - \$48,040, Canberra (PN. 29118 & 29115)

Closing date: 31 August 2000

Duties: The successful applicants will work within a multidisciplinary team to provide nutrition and education services for people with diabetes and at risk of diabetes.

EMPLOYMENT (Continued)

Eligibility/other requirements: Mandatory: Degree in Science plus Graduate Diploma in Nutrition and Dietetics or equivalent qualification.
 Eligible for membership of the Dietitians Association of Australia.
 2 years postgraduate experience in clinical nutrition service delivery
 Comprehensive knowledge and experience in nutrition counselling in persons with diabetes or at risk of diabetes. Good communication skills and an ability to work in a team environment.

Note: Permanent Full time/Part time positions. 36.45 hours per week / 28.22 hours per week.

Contact Officer: Erica Wright (02) 6244 3919
 Selection documentation may be obtained from Kerry Kent (02) 6205 1357

Apply: 21
 CC: 148-9009-17798

Integrated Health Care Program, ACT Diabetes Service

Professional Officer Class 2 Psychologist \$42,986 - \$48,040, Canberra (PN. 29120)

Closing date: 31 August 2000
Duties: The successful applicant will work within a multidisciplinary team to provide a comprehensive psychology service, for individuals (children and adults) and groups of people with diabetes.

Eligibility/other requirements: Mandatory: Degree in Psychology.
 Registered as a Psychologist with the Psychologists Board of the ACT.
 Minimum of 2 years supervised clinical experience in psychology in a health setting. Comprehensive knowledge and clinical experience in psychology, and in the area of paediatric/adult diabetes.
 Good communication skills and an ability to work in a team environment.
 Note: Permanent Part time position 18.22 hours per week.

Contact Officer: Erica Wright (02) 6244 3919
 Selection documentation may be obtained from Kerry Kent (02) 6205 1357
 Apply: 21
 CC: 148-9009-17798

Integrated Health Care Program, ACT Diabetes Service

Professional Officer Class 2 Podiatrist \$42,986 - \$48,040, Canberra (PN. 29119)

Closing date: 31 August 2000
Duties: The successful applicant will work within a multidisciplinary team to provide a comprehensive podiatry service (including assessment and treatment), for individuals and groups of people using evidence based practices and guidelines.

Eligibility/other requirements: Mandatory: An appropriate degree in Podiatry or equivalent qualification.
 Registered as a Podiatrist with the Podiatrists Board of the ACT.
 2 years postgraduate experience in clinical podiatry service delivery.
 Comprehensive knowledge and experience in podiatry diabetes education and clinical care.
 Good communication skills and an ability to work in a team environment.
 Note: Permanent Part time position 18.22 hours per week.

Contact Officer: Erica Wright (02) 6244 3919
 Selection documentation may be obtained from Kerry Kent (02) 6205 1357
 Apply: 21
 CC: 148-9009-17798

REHABILITATION PROGRAM

REGISTERED NURSE LEVEL 1 \$32,341-\$41,913, Canberra (PN. Position No 24443)

Closing date: 31 August 2000
Duties: The Rehabilitation Independent Living Unit (RILU) is seeking applications from suitably qualified individuals to fill maternity leave vacancy of a Registered Nurse Level 1 in the Rehabilitation Independent Living Unit, 9 Gaunt place Garran. This position involves working with a multi-discipline team in a Rehabilitation model to assist people to relearn living and social skills after injury or illness.
 Eligibility/other requirements: Previous experience in a similar environment and comprehensive knowledge of issues surrounding the Rehabilitation process are highly desirable. Registration as a general Nurse and a current drivers Licence are essential.
 Note: Temporary Position /Maternity leave approx 5 months. The position involves working morning and evening shifts, consisting of 6 shifts per fortnight. Position available from 5th October 2000

Contact Officer: Debra Jones (02) 62444144.
 Selection documentation may be obtained from Debra Jones (02) 62444144.
 Apply: 21
 CC: 148-9009-18269

EMPLOYMENT (Continued)

INTEGRATED HEALTH CARE PROGRAM

Registered Nurses and Enrolled Nurses, Canberra (PN. Several)

Closing date: 31 August 2000

Duties: The Integrated Health Care Program is seeking highly motivated and enthusiastic nurses with relevant, recent skills to fill casual and temporary positions throughout Regional Nursing Teams, the Link Team and the Intake and Assessment Unit.

The Regional Nursing Teams provide both clinic and home based care to clients with acute/post acute, chronic and terminal conditions.

The Link Team is a multi-disciplinary team that provides a comprehensive discharge planning service to The Canberra Hospital to facilitate the smooth transition of clients from the hospital to the community and provides after hours support to clients of ACT Community Care. Hours of operation are 24 hours per day.

The Intake and Assessment Unit is the single point entry to the program. The Unit manages the intake, referral and assessment functions for the program. The unit operates 8am to 6pm, Monday to Friday.

Note: Various Positions on the Casual and Temporary Relief Register. Relief positions are available for days, evenings and nights.

Contact Officer: Debbie Booth (02) 62052101
Selection documentation may be obtained from Debbie Booth (02) 62052101
Apply: 21
CC: 148-9009-17798

Integrated Health Care Program

Registered Nurse Level 3, \$47,722 - \$50,799, Canberra (PN. 22637)

Closing date: 31 August 2000

Duties: ACT Community Care is a dynamic organisation currently undergoing a reorientation of service delivery. The Integrated Health Care Program is seeking an energetic, innovative practitioner for the new role of Clinical Nurse Consultant for Acute and Post Acute services.

The successful applicant will be required to provide education, advanced clinical support to ACT Community Care staff, expert advice, leadership and consultation to stakeholders, organise and plan education programs, Quality Improvement activities and advanced clinical practice.

Eligibility/other requirements: Minimum of 5 years post registration experience and post-graduate or tertiary qualification relevant to the position are desired. Current Nursing Registration and Drivers Licence are essential.

Contact Officer: Debbie Booth (02) 62052101

Selection documentation may be obtained from Kerrie Kent on (02) 62051357
Apply: 21
CC: 148-9009-17798

Rehabilitation Program

Senior Professional Officer Grade C/Assistant Director Of Nursing 4.2, Multi-disciplinary Team Leaders

**\$54,425 - \$58,683/\$60 257, CANBERRA
(PN. 28590 and 29121 (2 positions))**

Closing date: 31 August 2000

Duties: Develop and lead either the rehabilitation inpatient allied health team, including nurses, or the community team of allied health professionals. Manage all resources for the team. Liaise closely with TCH medical staff and other services to ensure continuity of high quality care.

Note: Salary packaging, including FBT exemption, applies to all positions. Mandatory qualifications apply to most positions and extensive experience in a rehabilitation setting is highly desirable

Contact Officer: Ms Jill Davis, Director,
(02) 6244 2855.
Selection documentation may be obtained from Ms Su Luck on (02) 6244 2855
Apply: 21
CC: 148-9009-18269

Rehabilitation Program

Professional Officer Class 3, Senior Speech Pathologist \$52,533, Canberra (PN. 29124)

Closing date: 31 August 2000

Duties: As a member of a multi-disciplinary team, provide specialist clinical expertise, case management and professional supervision of speech pathologists therapists within a range of rehabilitation settings.

Note: Salary packaging, including FBT exemption, applies to all positions. Mandatory qualifications apply to most positions and extensive experience in a rehabilitation setting is highly desirable.

Contact Officer: Ms Robyn Cross,
Professional Leader, (02) 6244 2193
Selection documentation may be obtained from Ms Su Luck on (02) 6244 2855.
Apply: 21
CC: 148-9009-18269

EMPLOYMENT (Continued)

Rehabilitation Program

Professional Officer Class 3, Senior Social Worker \$52,533, Canberra (PN. 29123)

Closing date: 31 August 2000

Duties: As a member of a multi-disciplinary team, provide specialist clinical expertise, case management and professional supervision of a small number of social therapists within a range of rehabilitation settings.

Note: Salary packaging, including FBT exemption, applies to all positions. Mandatory qualifications apply to most positions and extensive experience in a rehabilitation setting is highly desirable

Contact Officer: Ms Jill Davis, Director, (02) 6244 2855.
Selection documentation may be obtained from Ms Su Luck on (02) 6244 2855
Apply: 21
CC: 148-9009-18269

Rehabilitation Program

Senior Professional Officer Grade C, Senior Occupational Therapist \$54,425 – \$58,683, Canberra (PN. 28771)

Closing date: 31 August 2000

Duties: As a member of a multi-disciplinary team, provide specialist clinical expertise, case management and professional supervision of occupational therapists within a range of rehabilitation settings. The successful applicant will be eligible to compete for an additional allowance to perform the Professional Leader role in ACT Community Care.

Note: Salary packaging, including FBT exemption, applies to all positions. Mandatory qualifications apply to most positions and extensive experience in a rehabilitation setting is highly desirable

Contact Officer: Ms Margaret Fisher, Professional Leader, (02) 6244 2904.
Selection documentation may be obtained from Ms Su Luck on (02) 6244 2855
Apply: 21
CC: 148-9009-18269

Rehabilitation Program

Senior Officer Grade C, Manager, Equipment and Appliance Services \$54,425 – \$58,683, CANBERRA (PN. 28569)

Closing date: 31 August 2000

Duties: Develop and manage an efficient and extensive equipment and appliance service.
Note: Salary packaging, including FBT exemption, applies to all positions. Mandatory qualifications apply to most positions and extensive experience in a rehabilitation setting is highly desirable

Contact Officer: Dr Ralph Farnbach, Medical Officer (02) 6244 2475.
Selection documentation may be obtained from Ms Su Luck on (02) 6244 2855
Apply: 21
CC: 148-9009-18269

Integrated Health Care Program, South Regional Team

Enrolled Nurse \$29,880-\$32,068, Canberra (PN. 21486)

Closing date: 31 August 2000

Duties: To provide quality home based client care & centre based clinic services.

Contact Officer: Maree Sullivan (02) 62051443
Selection documentation may be obtained from Kerry Kent (02) 62051357
Apply: 21
CC: 148-9009-17798

CALVARY HOSPITAL INC.

Nursing Services Psychiatric Unit

**Registered Nurse 3/
Calvary Professional Officer 2\$ 42,986 - 50147, Canberra (PN. 8660)**

Closing date: 31 August 2000

Duties: Project Officer to implement the National Mental Health Standards at Calvary Hospital.
Note: Temporary position for twelve months
TTY 6201 6127

Contact Officer: Sue Minter (02) 62016162
Selection documentation may be obtained from Sue Minter (02) 62016162
Apply: 07
CC: 148-9094-17781

Nursing Services Operating Rooms

Registered Nurse Level 2\$ 42,723 - 45,423, Canberra (PN. 9071)

Closing date: 31 August 2000

Duties: Provide direct holistic care to patients with complex care needs by utilising the nursing process in the form of care maps.
Eligibility/other requirements: Current registration as a Registered Nurse by the ACT Nurses Board.
Note: TTY 6201 6127

Contact Officer: Sue Gosling (02) 62016166
Selection documentation may be obtained from Marlene Ball (02) 62016160
Apply: 07
CC: 148-9094-17781

EMPLOYMENT (Continued)

ACTION

**Human Resources
OH&S**

**Administrative Service Officer Class 6
\$43631-\$50118, Canberra (PN. A20186)**

Closing date: 30 August 2000

Duties: Coordinate the operation of the OH&S Section within ACTION, manage cost and liability control, develop and implement injury prevention strategies, develop return to work programs for injured or ill employees, monitor the performance of outside service providers and provide advice to managers on illness or injury prevention.

Contact Officer: Scott Pagan (02) 6207 7735
Selection documentation may be obtained from Carol Watchman (02) 6207 8066
Apply: 08
CC: 148-9027-17791

CHIEF MINISTER'S DEPARTMENT

The InTACT Group

**ADMINISTRATIVE SERVICE OFFICER CLASS 4
GROUP ADMINISTRATION OFFICER
PERMANENT
PN 14383
SALARY \$36,945-\$40,113p.a**

Applications Close:
31 August 2000

Applications to be forwarded to:

Recruitment Officer
Chief Minister's Department
GPO Box 158
Canberra ACT 2601

or email to: intact.recruitment@act.gov.au

Position Description

Manage the administrative functions of the area including handling correspondence, filing, flex and timesheet management, stationary and other consumable procurement, asset management, research and other duties as directed.

Contact Officer's name and telephone number for queries regarding position
Peter Miller (02) 62076216

Contact Officer for Selection Documentation

Donna Burns (02) 62076791, or via the InTACT web site www.intact.act.gov.au
CC: 148-9034-17177

**ADMINISTRATIVE SERVICE OFFICER CLASS 4
WARRANTY AND THIRD PARTY LIAISON
OFFICER
PN 14382
PERMANENT
SALARY \$36,945-\$40,113p.a**

Applications Close:
31 August 2000

Applications to be forwarded to:

Recruitment Officer
Chief Minister's Department
GPO Box 158
Canberra ACT 2601

or email to: intact.recruitment@act.gov.au

Position Description

Manage warranty control processes and procedures. Ensure client warranty needs are met in a timely and professional manner. Liaise with third party partners and suppliers. Work with other members of the unit and assist, where possible, in change management, documentation and routine administration. Candidates should have an interest and some understanding of the IT industry. In addition they should have good PC skills, be customer focussed and have good communication and management skills.

Contact Officer's name and telephone number for queries regarding position
Peter Miller (02) 62076216

Contact Officer for Selection Documentation

Donna Burns (02) 62076791, or via the InTACT web site www.intact.act.gov.au
CC: 148-9034-17177

**ADMINISTRATIVE SERVICE OFFICER CLASS 4
DOCUMENTATION/CHANGE CONTROL
ASSISTANT
PN 14372
PERMANENT
SALARY \$36,945-\$40,113P.A.**

Applications Close:
31 August 2000

Applications to be forwarded to:

Recruitment Officer
Chief Minister's Department
GPO Box 158
Canberra ACT 2601

or email to: intact.recruitment@act.gov.au

Position Description

Assist in the provision of web and or electronic publishing service to InTACT service delivery teams. Assist in the development of accurate and up to date technical documentation and in

EMPLOYMENT (Continued)

the maintenance of internal web site/s.
Co-ordinate change management processes.
Occupants should have an understanding of the IT industry and in particular web, HTML, electronic publishing and web-site management using tools such as Frontpage and Microsoft IIS. Must be client focussed, have good communication and organisational skills.

Contact Officer's name and telephone number for queries regarding position

Peter Miller (02) 62076216

Contact Officer for Selection Documentation

Donna Burns (02) 62076791, or via the InTACT web site www.intact.act.gov.au
CC: 148-9034-17177

**ADMINISTRATIVE SERVICE OFFICER CLASS 4
SENIOR COMPUTER OPERATOR
PN 14371 & 14384**

PERMANENT

SALARY \$36,945-\$40,113p.a.

APPLICATIONS CLOSE:

31 August 2000

Applications to be forwarded to:

Recruitment Officer
Chief Minister's Department
GPO Box 158
Canberra ACT 2601

or email to: intact.recruitment@act.gov.au

Position Description

This position is responsible for the operation of a variety of computer systems and equipment, and the co-ordination of operational requirements. This position is responsible to the Computer Room Supervisor to ensure the successful operation of the Computer Centre and related requirements. The occupant of this position is responsible for operational and environment checks, and accurately reporting the status of backups, escalating system and hardware errors when necessary. This includes monitoring security and access to the Computer Centre, and providing timely responses and resolutions to calls forwarded from the Help Desk, particularly involving backups, system maintenance and restoration data. The occupant is also responsible for training other staff in operational duties. The occupant of this position is also required to assist in developing and maintaining procedures, standards and documentation relevant to operational requirements, implementing changes when necessary.

Contact Officer's name and telephone number for queries regarding position

Peter Henson (02) 62076972

Contact Officer for Selection Documentation

Donna Burns (02) 62076791, or via the InTACT web site www.intact.act.gov.au
CC: 148-9034-17177

**ADMINISTRATIVE SERVICE OFFICER CLASS 3
COMPUTER OPERATOR**

PN 14379 & 14381- Several Positions

PERMANENT

SALARY \$33,147-\$35,774p.a

Applications Close:

31 August 2000

Applications to be forwarded to:

Recruitment Officer
Chief Minister's Department
GPO Box 158
Canberra ACT 2601

or email to: intact.recruitment@act.gov.au

Position Description

This position is responsible for the operation of a variety of computer systems and peripheral equipment. This position is also responsible to the Senior Computer Operator/s to ensure timely and accurate performance of daily operational duties. The occupant of this position is responsible for operational and environment checks, accurately reporting the status of backups, systems and hardware errors when necessary. This includes performing tape runs offsite on a daily basis, and assisting in the monitoring of security and access to the Computer centre. The occupant is also responsible for assisting the Senior Computer Operator/s in operational duties as required, and training staff in operational and peripheral tasks. The occupant of this position may also be required to assist in developing procedures and standards relevant to operational requirements. The occupant is required to perform overtime and be on call on a rostered basis.

Contact Officer's name and telephone number for queries regarding position

Geoff Hill (02) 62074278

Contact Officer for Selection Documentation

Donna Burns (02) 62076791, or via the InTACT web site www.intact.act.gov.au
CC: 148-9034-17177

EMPLOYMENT (Continued)

**ADMINISTRATIVE SERVICE OFFICER CLASS 3
SERVICE DELIVERY OFFICER
PN 14373 & 14377- Several Positions
PERMANENT
SALARY \$33,147-\$35,774p.a**

Applications Close:

31 August 2000

Applications to be forwarded to:

Recruitment Officer
Chief Minister's Department
GPO Box 158
Canberra ACT 2601

or email to: intact.recruitment@act.gov.au

Position Description

Provide a client focussed Help Desk service to InTACT clients in a modernised IT environment. Log and track calls using a computer based call management system. Work as part of a team to ensure service level standards are maintained. Candidates should have an interest in IT, have good communication skills, be client focussed and be able to respond to client demands under pressure over the phone.

Contact Officer's name and telephone number for queries regarding position

Peter Henson (02) 62076972

Contact Officer for Selection Documentation

Donna Burns (02) 62076791, or via the InTACT web site www.intact.act.gov.au
CC: 148-9034-17177

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES**

Information for applicants including duty statements, selection criteria are accessible on the Internet at the following address:

<http://www.decs.act.gov.au/department/department.htm> or may be requested using email to decs.jobs@act.gov.au.

All vacancies for teaching positions will be considered by a Joint Selection Committee (JSC) under Section 88 of the Public Sector Management Act 1994.

The following vacancies will appear in the ACT Government Gazette of **17 August 2000**.

**Children's, Youth and Family Services Division
Child Health and Development Service Section**

**Professional Officer Class 1, Occupational
Therapist \$36945-43694, Canberra (PN. 3272)**

Closing date: 31 August 2000

Duties: Provide Occupational Therapy Services to clients referred to Child Health and

Development Services [CHADS], reflecting the unique role of family/caregiver in the growth and development of the child in the provision of this service. Assess, plan and provide appropriate forms of treatment for individuals and groups including advice on the purchase, construction and utilisation of adaptive equipment and appliances. Work with children and provide the lifting, handling and positioning required for clinical intervention and the trial of equipment.

Eligibility/other requirements: Degree or Diploma in Occupational Therapy or equivalent qualification.

Contact Officer: Rosalie Hardy (02) 62059009
Selection documentation may be obtained from Kim Gardiner (02) 62051277

Apply: 12

CC: 148-9013-16917

Gold Creek School

**Teacher Level 3, Deputy Principal 2 \$60667,
Canberra (PN. 4050)**

Closing date: 31 August 2000

Duties: Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the school. Deputise for the Principal as required. Participate as a member of the school's senior management team in decision making and implementation to ensure effective client-centred functioning, advancement of the school and advancement of the ACT public education system.

Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

Contact Officer: Bill Maiden (02) 62051814

Selection documentation may be obtained from The Contact Officer (02) 62051814

Apply: 12

CC: 148-9013-16917

Southern Cross Primary School

**Teacher Level 3, Deputy Principal 1 \$58153,
Canberra (PN. 4026, expected vacancy)**

Closing date: 31 August 2000

Duties: Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the School. Deputise for the Principal as required. Participate as a member of the school's senior management team in decision making and implementation to ensure effective client-centred functioning, advancement of the school and advancement of the ACT public education system.

Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

EMPLOYMENT (Continued)

Contact Officer: Beattie Hatfield (02) 62058177
 Selection documentation may be obtained from
 Marie Lucas-Smith (02) 62058177
 Apply: 12
 CC: 148-9013-16917

Canberra High School**Administrative Service Officer Class 6
\$44504-51121, Canberra (PN. 158)**

Closing date: 31 August 2000
Duties: Under Limited supervision, provide high level support to the Principal in developing policies and procedures relating to the management of the school and to the administration of school-based management at Canberra High School. Manage all financial and resource matters, including coordinating the preparation of budgets and financial returns, in accordance with departmental and school policies and procedures.

Contact Officer: Helen Burfitt (02) 62057000
 Selection documentation may be obtained from
 The Contact Officer (02) 62057000
 Apply: 12
 CC: 148-9013-16917

Applications for the above positions should be forwarded to the Workforce Planning and Management Section, Level 2, Manning Clark Offices.

DEPARTMENT OF URBAN SERVICES**Corporate Group****Administrative Service Officer Class 4
\$36,945-\$40,113, Canberra (PN. 10026)**

Closing date: 24/8/2000
Duties: The successful applicant will need to provide high level support to the Executive Director Corporate and coordinate projects, organise meetings across Corporate and the Department and maintain the Executive Diary, prepare Ministerial responses, draft, track and monitor correspondence, answer and screen phone calls and other administrative functions as directed.

Note: This position is available for temporary filling for 6 months with a possible extension.

Contact Officer for further information:
 Georgina James (02) 62072270
 Please forward your application to Georgina James by email georgina.james@act.gov.au, fax (02) 62075495 or to Level 5 Macarthur House 12 Wattle Street Lyneham ACT 2602.
 CC: 148-9017 16938

**Environment ACT
Resource Management Section****Senior Officer Grade C \$56,624-\$61,054,
Canberra (PN. 15759)**

Closing date: 31/8/2000
Duties: Manage the ongoing development of Environment ACT's human resource management framework to ensure effective and efficient delivery of human resource management services. Provide strategic leadership for organisational human resource management change by providing mentoring for senior management, support for staff and ensuring there is a capacity for change.

Contact Officer: Lorraine Cox (02) 62072228 or lorraine.cox@act.gov.au
 Selection documentation may be obtained from
 Margherita Milkovits (02) 62072414
 Apply: 34
 CC: 148-9028 17030

**Operations Group
City Operations Branch
Parking Operations Section****Senior Officer Grade C \$56,624-\$61,054,
Canberra (PN. 10554, Expected Vacancy)**

Closing date: 31/8/2000
Duties: Manage, direct and promote the operations of Parking Operations in a customer focused change environment, including development of budgets and business plans. Administer legislation and perform delegated functions.
 Eligibility/other requirements: Tertiary qualifications in a related discipline or relevant experience.

Contact Officer: Lynn Walsh (02) 62052250
 Selection documentation may be obtained from
 Rebecca Clark (02) 62052252
 Apply: 34
 CC: 148-9015 17719

**Operations Group
City Operations Branch
Road User Services Section****Senior Officer Grade B \$66,577-\$74,948,
Canberra (PN. 867)**

Closing date: 31/8/2000
Duties: Manage, direct and promote the operations of Road User Services in a customer focused change environment, including development of budgets and business plans. Administer legislation and perform delegated functions.
 Eligibility/other requirements: Tertiary qualifications in a relevant discipline or relevant experience.

Contact Officer: Lynn Walsh (02) 62052250
 Selection documentation may be obtained from
 Rebecca Clark (02) 62052252
 Apply: 34 CC: 148-9015 17013

EMPLOYMENT (Continued)

**Operations Group
City Operations Branch
Urban Ranger and Approval Services**

**Senior Officer Grade B \$66,905-\$75,318,
Canberra (PN. 36360, Expected Vacancy)**

Closing date: 31/8/2000

Duties: Manage, direct and promote the operations of Urban Ranger and Approval Services in a customer focused change environment, including development of budgets and business plans. Administer legislation and perform delegated functions.

Eligibility/other requirements: Tertiary qualifications in a related discipline or relevant experience.

Contact Officer: Lynn Walsh (02) 62052250
Selection documentation may be obtained from Rebecca Clark (02) 62052252

Apply: 34
CC: 148-9015 17771

Appointments

ACT COMMUNITY CARE

Professional Officer Class 2 \$42,986-\$48,040
Kerry Leahan: 748-78625, Section 68(1) & 70 (1),
3 August 2000
CC: 148-9009-17798

CULTURAL FACILITIES CORPORATION

**Administrative Service Officer Class 5,
\$42,226-\$44,774**
Janet Smith: 707-13145, Section 68, 10/8/00
CC: 148-9008-16850

ACTION

Transport Officer Grade 3 (part-time) \$52265
L McMurdo: AGS: 609-11850, Section 117(1),
1 August 2000
CC: 148-9027-17791

Transport Officer Grade 3 (part-time) \$52265
J Dunn: AGS: 609-11324, Section 117(1),
1 August 2000
CC: 148-9027-17791

Transport Officer Grade 3 (part-time) \$52265
W Cross: AGS: 609-11332, Section 117(1),
1 August 2000
CC: 148-9027-17791

Transport Officer Grade 3 (part-time) \$52265
B Cousins: AGS: 609 11340, Section 117(1),
1 August 2000
CC: 148-9027-17791

General Service Officer Grade 4 \$32761
D Morley: AGS: 609-12642, Section 68(C),
27 June 2000
CC: 148-9027-17791

CHIEF MINISTER'S DEPARTMENT

**Administrative Service Officer Class 5,
\$41,207-\$43,694p.a**
Ellis Maher, 760-74946, Section 68, 8/8/2000
CC: 148-9031-17429

DEPARTMENT OF URBAN SERVICES

**Administrative Service Officer Class 3
\$33,147-\$35,774**
Fiona Margaret Fitzgerald: AGS No 754-17863,
Section 68(1), 7/8/2000
CC: 148-9021 16944

**DEPARTMENT OF TREASURY AND
INFRASTRUCTURE**

**Administrative Service Officer Class 3,
\$33,147-\$35,774p.a**
Evelyn Jane Murphy, 748-40328, Section 68,
8/8/2000
CC: 148-9042-17176

Promotions

**Promotions under the *Public Sector
Management Act 1994***

The 'date of notification' of a promotion is the date of publication of the *Gazette* in which it is notified. This appears in a box towards the front of the *Gazette*. This date is used to calculate the 'date of effect' and 'eligibility for salary on promotion' and to determine when the time for lodging an appeal or requesting a review commences.

A. APPEALS

All promotions made under section 83 of the *Public Sector Management Act 1994* are subject to appeal except:

- * 'non-appealable promotions' which generally are promotions to classifications where the maximum salary of the position is equal to or greater than the minimum salary of a Senior Officer Grade C (these should be identified with a dagger symbol (†) in the 'Promotions' section of the *Gazette*);
- * promotions made in accordance with the recommendation of a Joint Selection Committee (JSC) established under section 88 of the Act, or the unanimous recommendation of a JSC established under section 89 of the Act; or
- * promotions made as a result of officers passing certain exams or completing certain training, as defined in section 97 or 98 of the Act.

As a general rule, you may appeal if you were an applicant for promotion to an advertised position that **was not** 'non-appealable'.

EMPLOYMENT (Continued)

YOU MAY ALSO APPEAL IF:

- * the vacancy that has been filled was not advertised and you are eligible for promotion to that position (generally identified by a footnote in the *Gazette*); or
- * you are an excess officer, the advertised position is at a classification equivalent to or lower than your own and you were an applicant for that position; or
- you applied for the position and you are an officer or former officer of the ACTPS or APS and you are engaged in eligible public employment under the officers' mobility provisions in section 115 of the Act, or you are still covered by the provisions of the repealed Officers' Rights Declaration Act. However, you may only appeal if the position applied for is higher than the last position you held in the ACTPS or APS.

YOU CAN NOT APPEAL WHEN:

- * the position is filled from outside the ACTPS, i.e. an appointment (including filling the position by appointing a temporary employee);
- * the position is filled by the transfer of an officer already at that or a higher level;
- * you are not a **permanent** officer of the ACTPS; or
- * you filling the position would not constitute a promotion (except in the case of excess officers).

Unless you are an excess officer, you can only appeal if the person selected by the department would fill the position on **promotion** and, if successful, you would fill the position on **promotion**.

If you are a promotee, where your promotion is one of a number of promotions at the same level made in a selection exercise, and you feel someone may lodge an appeal against your promotion, you may appeal against all or any of the **other** promotees. These appeals are usually called '**protective appeals**', and are treated the same as other appeals. You must still make sure you are eligible to appeal, and that you can show that you are more efficient than those against whom you have appealed. For further information on eligibility to appeal, contact your departmental Personnel Unit or the Office of the Merit Protection Commissioner (MPC) at the address listed below.

ADVICE TO POTENTIAL APPELLANTS

The following procedures will apply to all appeals unless other appeal procedures are in place as part of a Department's Enterprise Bargaining Agreement. Potential appellants should check with the relevant Personnel Unit as to the appeal procedures applying in that particular Department.

GROUND OF APPEAL

The only ground of appeal is **greater efficiency**.

EFFICIENCY

The Promotion Appeal Committee (PAC) is required to determine the relative efficiency of the parties to an appeal. The definition of efficiency is set out in subsection 85 of the PSMA, which states:

- (2) For the purpose of forming an opinion as to the most efficient of the officers concerned, the Committee shall have regard to:
 - (a) the abilities, qualifications, experience, standard of work performance and personal qualities of each officer, to the extent that the Committee considers that those matters are relevant to the performance of the duties of the office; and
 - (b) if and only if the Chief Executive who made the promotion has indicated that, for the purpose of forming an opinion under section 83, the Chief Executive had regard to the potential of officers for further career developments in the Service, or the ability of officers to perform the duties of other offices in the Department of the same or equal classification-that matter.
- (3) A reference in subsection (2) to the abilities, qualifications, experience, standard of work performance and personal qualities, potential for further career development in the Service, or ability to perform the duties of other offices in a Department is, in relation to an officer who is a returned soldier or who is or has been absent on specified defence service, a reference to the abilities, qualifications, experience, standard of work performance, personal qualities, potential for future career development in the Service, or ability to perform the duties of the offices concerned that, in the opinion of the Committee, the officer would have had but for the absence of the officer on active service or on specified defence service.

Normally, the selection criteria used by the department in the selection and by the PAC in the appeal will incorporate the matters referred to in the definition of efficiency to the extent that they are relevant to the duties of the job.

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

The following advice applies to appeals against both promotions and temporary performance directions. Before lodging an appeal, you should consider carefully whether you can demonstrate that you are more efficient at doing the job than the person(s) you are appealing against. To help you determine whether you can demonstrate your greater efficiency, it is important that you obtain from the promoting department:

- * available written reports and oral feedback explaining the selection, especially the comparison between you and the promotee. The PAC will consider the appeal only on the basis of who is the **more efficient**. PACs should not be used as a forum to air grievances about

EMPLOYMENT (Continued)

how a selection was conducted. If you decide to appeal, you must comply with the following instructions.

FORM OF APPEAL

The most convenient form of appeal is by use of Form PAC4, available through your Personnel Unit. Alternatively you may write a letter, detailing the following:

- Date of *Gazette*/notice;
- Name of promotee/selection;
- Department in which promotion/selection made;
- Your full name;
- Your **private** postal address, as well as your work address and telephone number;
- Classification and salary scale of your substantive (i.e. your permanent) ACTPS position (and if you are a former officer or an APS officer or someone working for a statutory authority, details of your former ACTPS position, the current position you hold in the APS or the statutory authority);
- Office/branch and department or agency; and
- AGS number.

Where you intend to appeal against more than one promotion/selection, a separate appeal should be lodged against each one, **unless** all the promotions have been notified in the one *Gazette*, and the positions are all of the same classification and all in the same state, department and branch, in which case, one letter of appeal listing all promotees appealed against will be accepted.

WHEN TO LODGE APPEALS

Appeals must be received by the Office of the Merit Protection Commission (MPC) at the address below, **by 4.51 p.m. on the 14th day after** the date of notification in the *Gazette*. (In the case of temporary performance appeals, the 14 day deadlines relates to the date on which the direction was first notified in the department.)

Appeals not lodged by the prescribed time **cannot be accepted**. Delays can occur in departmental mail systems, and you are advised to use Australia Post, facsimile, or better still, hand delivery if possible, to be sure of meeting the deadline.

Hearing or speech impaired staff can make inquiries via the TTY telephone located in MPC's Melbourne office, on 1800 812 578 (free call) from anywhere in Australia, but only from another TTY phone. These **must** be clearly marked as "ACTPS appeal – for transfer to the MPC Office in Canberra".

WHERE TO LODGE APPEALS

Merit Protection Commissioner, Level 4, Core 1, Wing 2, Edmund Barton Building corner of Kings Avenue and Blackall St, Barton ACT 2600. Tel. (02) 6272 3254, fax (02) 6272 3026.

ADVICE TO PROMOTEES AND APPELLANTS

All parties to an appeal are required to submit **written statements** supporting their case, to the

MPC, within fourteen (14) days of the close of the appeal period, or by such other date as the MPC may determine.

If a party fails to provide a statement, MPC staff will remind the party or department of this requirement, and may, on request and in exceptional circumstances grant an extension of time. However, the PAC has the discretion to determine the case even if the statement is not provided.

Your statement in support of your case is a significant document in PAC deliberations, and is used to decide whether personal hearings will be necessary. If you fail to make a reasonable case for greater efficiency in your statement, you may find that the PAC proceeds to determine your case without interviews.

As a party to an appeal, you are entitled to access to:

- (i) the departmental statement (which consists of all material sent to the PAC by the promoting department); and
- (ii) the written material submitted by other parties to the appeal which addresses their claims to superior efficiency.

However, you are not entitled to access to the private contact details supplied by any other party as a part of their statement.

The departmental statement will be available for you to see in the promoting department, generally at least seven (7) days before the date scheduled for the appeal hearing. It is up to you to seek access, but the department should advise you (and the other parties) when and where the statement is available for viewing.

The statements of parties are available at the MPC generally at least seven (7) days prior to the hearing date, and you should telephone the MPC to make an appointment to view them, once you have submitted your own statement. The responsibility for seeking access rests with each party, and PAC hearings will not be deferred if you fail to exercise your right of access. If for very good reason (e.g. geographical distance, illness etc.) you are unable to visit the MPC office, alternative access arrangements may be possible, and you should discuss this with MPC staff. You may take notes, but may not photocopy or retain material.

After reading the statements of the other parties, you may wish to submit a supplementary statement in support of your claims. All supplementary material (including additional referee reports) must reach the MPC at least two (2) working days before any scheduled hearing. It is preferable to submit a supplementary statement (after viewing the statements of other parties) rather than to delay your initial statement, but bear in mind the need to provide access for all parties to all statements prior to any hearing. Unreasonably late supplementary statements may not be accepted.

CONTENT OF STATEMENTS

You should provide **four** copies of your statement, which should contain the following:

- (a) at the top:
 - (i) PAC reference number;

EMPLOYMENT (Continued)

- (ii) full name;
- (iii) both your private and work address and telephone number. If you do not wish this information to be available to other parties it should be included with your statement in a severable sheet which clearly indicates that it is to be kept confidential;
- (iv) date of permanent appointment; and
- (v) educational and other qualifications.
- (b) the names and telephone numbers of your supervisor and any other referee(s) (see section below for further advice on who should be nominated);
- (c) a brief outline of your employment history;
- (d) a statement of claims to the position addressing the selection criteria;
- (e) any views you may have about the departmental assessment of you; *and most importantly:*
- (f) **reasons for your claim that you are more efficient than the other party or parties.**

If you feel it is necessary to make any unfavourable comments about a party to the appeal, you should include these comments in your written statement. Parties to an appeal must have an opportunity to comment on any unfavourable observations. You should also note that your statement should not include material that breaches privacy requirements or any similar legislation.

PAC PROCEDURES

The PAC does not have to interview all or any of the parties to an appeal. Therefore, you should not rely on being granted an interview as the main opportunity to make your case. You should instead state your case as fully and as openly as possible in your written statement. If a PAC decides that parties are to be interviewed, you will be advised as early as possible of the date and place, usually through the recruitment/personnel area of your department.

Once you have lodged an appeal or are aware an appeal has been lodged against your promotions, you will be considered available for interview at any time. Wherever possible, at least seven-(7) days notice of the interview will be given. As a general rule the PAC will expect you to attend for any interview at the time it determines, and will not delay or reschedule hearings without good reason.

The PAC will determine its procedures according to the circumstances of the case before it, but will normally consider the following:

- (a) the departmental statement;
- (b) the written statements of the parties;
- (c) the cases put to the PAC by the parties at any oral hearing or under any alternative arrangements;
- (d) an assessment of the parties at any hearing before the Committee;
- (e) relevant views expressed by supervisors, referees or other persons contacted; and
- (f) any other written information about a party requested by the MPC from the promoting/selecting department under

the Merit Protection (Australian Government Employees) regulations.

At the hearing, you may be asked to clarify points from your statement, to respond to questions which test you against the requirements of the position, and to summarise why you are the more efficient officer. You should use this opportunity to elaborate on the claims in your written statement as to why you believe you are more efficient.

Promotees and selectees **must** be prepared to discuss their own efficiency compared with that of the appellant(s). It is not enough to take refuge in the fact that the department chose you in the selection exercise.

If the PAC becomes aware of new material which relates to your work, which is significantly adverse to you, and could affect your success in the appeal adversely, the PAC will inform you of the substance of the material and give you the chance to comment.

If the PAC decides that it needs more information, it may also contact the department, any of the parties to the appeal, or referees or supervisors of the parties.

SUPERVISORS/REFEREES

As mentioned above, each PAC is free to determine its own procedures, and may or may not feel a need to consult with supervisors, referees, or other people. If you wish the PAC to have regard to the comments of a particular person, it is in your best interests to obtain such comments in writing and submit them with your statement. You should also speak to anyone you intend to nominate as a referee, to find out what they will say about you if contacted, and how they rate you against the other party/parties if they know them.

The most appropriate person to nominate as your referee is your current supervisor, provided that he/she has supervised you for a reasonable period. Past supervisors are also appropriate if their knowledge of you is reasonably recent. The PAC will also be particularly interested in the views of referees who can give well-founded comments comparing two or more of the parties. You are not limited to nominating your supervisors for referee comments (and indeed you may nominate anyone you wish to) but supervisor's opinions are usually perceived as most useful by PACs.

Additional information on lodging appeals is contained in the MPRA brochure, *Appeals against promotions and temporary performance directions*, which you should be able to obtain from your Personnel section.

B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

An unsuccessful applicant for a non-appealable promotion who believes that the promotion should not stand because there was:

- (a) patronage, favouritism or unlawful discrimination in the making of the promotion (prescribed by section 8 of the PSMA); and/or
- (b) a serious defect in the selection process (a breach of section 65 of the PSMA),

EMPLOYMENT (Continued)

may apply to the MPC for a review of that promotion.

A request for review must be made in writing to the Director, MPC, at the address given below and must be received by the end of the 13th day after the day on which the promotion appeared in the *Gazette*.

An applicant must provide the following details:

- * full name and AGS number;
- * classification, position number and location of the promotion in question;
- * date and number of the *Gazette* in which the promotion was notified;
- * the basis on which the request is made with supporting information.

It is important to provide details to support your claim of patronage, favouritism, unlawful discrimination and/or serious defect in the process. A reasonable time will be allowed, after the lodging of an application for review, for the provision of such documentation. However, the grounds for an application for review are required in the initial application.

Before lodging an application for review of a non-appealable promotion, you should:

- (1) consider carefully the basis on which the application is to be made and your reasons for believing that the promotion should be reviewed; and
- (2) obtain feedback from the convener of the selection advisory committee and discuss your concerns with the delegate who made the promotion.

Note that the review process is not a means by which the merits of applicants for a promotion can be reviewed. It is not comparable with the right of appeal to a PAC. Section 87 provides for a review of a promotion solely on the ground that it would be unreasonable for the promotion to stand because of a breach of section 8 or a serious defect under section 65, and is **directed at the process and not the merits of the decision**.

Additional information on lodging an application for review is contained in the MPC brochure, *Review of non-appealable promotions*, which you should be able to obtain from your Personnel Section.

WHERE TO LODGE AN APPLICATION FOR REVIEW

Office of the Merit Protection Commissioner
Level 4, Core 1, Wing 2, Edmund Barton
Building, cnr Kings Avenue and Blackall Street,
Barton ACT 2600. Tel. (02) 6272 3254, fax (02)
6272 3026

DEPARTMENT OF HEALTH AND COMMUNITY CARE**Central Office
Consumer and Community Priorities
Drug and Alcohol Policy****Kirstie Lee Clarke 735-34142**

From: Administrative Service Officer Class 3
\$33,147-35,774

Health Protection Service
Department of Health and
Community Care

To: Administrative Service Officer Class 5
\$41,207-43,694 Drug and Alcohol Policy
Department of Health and Community Care
(PN24112) 28 of 13 July 2000

CC: 148-9011-17913

THE CANBERRA HOSPITAL**Deputy CEO Corporate
Staff Development Unit****Elizabeth Renton: 260-98931**

From: Registered Nurse Level 2 \$43,150-45,877
The Canberra Hospital

To: Registered Nurse Level 3 \$47,581-50,648
Staff Development Unit The Canberra Hospital,
Canberra (PN. 22372) (29/6/00)

CC: 148-9010-16875 1521

**Deputy CEO Corporate
Staff Development Unit****Kellie Lang: 260-53557**

From: Registered Nurse Level 2 \$43,150-45,877
The Canberra Hospital

To: Registered Nurse Level 3 \$47,581-50,648
Staff Development Unit The Canberra Hospital,
Canberra (PN. 26318) (29/6/00)

CC: 148-9010-16875 1521

**Pathology Services
General Services Administration****Rhonda Campbell: 314-45387**

From: Technical Officer Level 3 \$37,438 -
\$43,393

The Canberra Hospital

To: Technical Officer Level 4 \$43,416 - \$48,520
Pathology Services The Canberra Hospital,
Canberra (PN. 22935) (13/4/00)

CC: 148-9010-16875 (3111)

EMPLOYMENT (Continued)

**Medical Imaging
Radiology**

Christopher Thorp: 261-50998

From: Professional Officer Class 2 \$43,416-48,520

The Canberra Hospital

To: † Senior Professional Officer Grade C

\$54,969-59,270

Radiology, Medical Imaging, The Canberra Hospital, Canberra (PN. 28804) (27/01/00)

CC: 148-9010-16875 2713

**Deputy CEO Corporate
Human Resource Management Group**

Elizabeth Cooper: 506-91065

From: Administrative Service Officer Class 6 \$43,416-49,872

The Canberra Hospital

To: † Senior Officer Grade C

\$54,969-59,270

Human Resource Management Group The Canberra Hospital, Canberra (PN. 28500) (11/5/00)

CC: 148-9010-16875 1312

CALVARY HOSPITAL INC.

**Nursing Services
Emergency**

Anne O'Neill: 608-07551

From: Registered Nurse Level 1 \$31,926 - 41,375

Calvary Hospital ACT Incorporated

To: Registered Nurse Level 2 \$42,723 - 45,423

Emergency Calvary Hospital ACT Incorporated , Canberra (PN. 9085) (9 2/3/2000)

CC: 148-9094-17781

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES**

**Children's, Youth and Family Services Division
Family Services Branch
Child Protection Services Section**

Janice Jean Brown: 703-95263

From: Professional Officer Class 2 \$44504-51121

Education and Community Services

To: † Senior Professional Officer Grade C

\$56347-60755

Child Protection Services Section, Education and Community Services, Canberra (PN. 11990) (PS21, 25 May 2000)

CC: 148-9013-16917

**Children's, Youth and Family Services Bureau
Family Services Branch
Child Protection Services Section**

Cathryne Lynette Sciberras: 540-00807

From: Administrative Service Officer Class 5 \$41207-43694

Department of Education and Community Services

To: Administrative Service Officer Class 6

\$44504-51121

Child Protection Services Section, Department of Education and Community Services, Canberra

(PN. 11463) (PS 13, 30 March 2000)

CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY**

ACT Magistrates Court

Catherine Paulsen: 314-19242

From: Administrative Service Officer Class 2 \$29,102 – 32,271

Department of Justice and Community Safety

To: Administrative Service Officer Class 3

\$33,147 – 35,774

ACT Magistrates Court, Personal Staff, Canberra (PN. 42326) (no. 3 20/1/2000)

CC: 148-9012-16939

**ACT Corrective Services
Youth Justice Services**

Prashant (Bobby) Pawagi: 747-76071

From: Administrative Service Officer Class 5 \$41,207 – 43,694

Department of Justice and Community Safety

To: Administrative Service Officer Class 6

\$44,503 – 51,121

Youth Justice Services, Canberra (PN. 12040)

(No 13 30/3/2000)

CC: 148-9012-16898

DEPARTMENT OF URBAN SERVICES

In accordance with current Urban Services E.B.A provisions, appeals against Urban Service promotions must be lodged at the personnel counter on Level 1 Annexe Macarthur House, 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.

**ACT Housing
Executive Group
Information Systems Section**

R. I Graham: AGS No 507-98997

From: Administrative Service Officer Class 5 \$41,207-\$43,694

Urban Services

To: Information Technology Officer Grade 2

\$44,503-\$51,121

Information Systems Section Urban Services, Canberra (PN. 10626) (Gazette No 18, 11/5/2000)

EMPLOYMENT (Continued)

Note: This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable.
CC: 148-9021 16927

**Operations Group
City Operations Branch
Corporate Finance Section**

S. T. Lalor: AGS No 735-13173
From: Administrative Service Officer Class 6 \$44,504-\$51,121
Department of Health and Community Care
To: † Senior Officer Grade C \$56,347-\$60,755
Corporate Finance Section Urban Services, Canberra (PN. 4411) (Gazette No 14, 6/4/2000)
CC: 148-9015 17027

**Information Planning and Services Branch
Information Management and Libraries Section**

C. Z. Sipeki: AGS No 734-33886
From: Administrative Service Officer Class 6 \$44,503-\$51,121
Urban Services
To: † Senior Officer Grade C \$56,347-\$60,755
Information Management and Libraries Section Urban Services, Canberra (PN. 14141) (Gazette No 24, 15/6/2000)
CC: 148-9032 16952

**Planning and Land Management Group
Development Management Branch
Compliance Section**

T. Boraiah: AGS No 747-51464
From: Administrative Service Officer Class 5 \$41,207-43,694
Urban Services
To: Administrative Service Officer Class 6 \$44,504-\$51,121
Compliance Section Urban Services, Canberra (PN. 3043) (PS 44, 4/11/1999)

Note: This position was advertised as several. This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable.
CC: 148-9020 17776

ACT LEGISLATIVE ASSEMBLY

**Hansard
ACT Legislative Assembly Secretariat**

Keith Ryder: 736 38400
From: LA ASO 6 \$44576 - 51205
ACT Legislative Assembly Secretariat
To: LA SOG B \$66686 - 75072
Hansard, ACT Legislative Assembly Secretariat, Canberra (PN. HANS500) (160, of 2 March 2000)
CC: 148-9014-17021

**Committee Office
ACT Legislative Assembly Secretariat**

Maureen Weeks: 332 99184
From: LA SOG C \$56439 - 60854
ACT Legislative Assembly Secretariat
To: LA SOG B \$66686 - 75072
Committee Office, ACT Legislative Assembly Secretariat, Canberra (PN. COMM300) (169, of 4 May 2000)
CC: 148-9014-17021

ACT Public Service Index of addresses

- 05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Public Hospital. PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606
- 17 Resource Advisor, Business Services Bureau, Department of Health and Community Care, PO Box 11, Woden ACT 2606
- 18 The Administrative Officer, Legislative Assembly for the ACT, GPO Box 1020, Canberra ACT 2601
- 20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611
- 21 Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601
- 23 Administrative Officer, Central Office, Department of Health and Community Care, GPO Box 825, Canberra City ACT 2601
- 28 Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608

EMPLOYMENT (Continued)

- 30 The Secretary, Milk Authority of the ACT,
GPO Box 1110, Canberra ACT 2601
- 31 The Recruitment Officer, Auditor-
General's Office ACT, PO Box 275
Civic Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226,
Civic Square ACT 2608
- 34 Applications Officer, Urban Services,
GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of
Treasury and Infrastructure, GPO Box
158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer
Community and Health Services
Complaints Commissioner's Office, GPO
Box 1321, Canberra ACT 2601.

GAZETTE INFORMATION

ISSUE OF ACT SPECIAL GAZETTES

The following issues of the ACT Special Gazettes have been published since the last Weekly Gazette. For listings of previous ACT Special Gazettes please refer to this internet site

<http://www.publishing.act.gov.au>

Gazette Number	Date	Title
S42	7 August	Regulation No. 34 of 2000 ~ <i>Goods and Services Tax (Temporary Transitional Provisions) Act 2000</i>
S43	10 August	Instrument No. 274 of 2000 ~ <i>Road Transport (General) Act 1999</i>

GOVERNMENT NOTICES

NOTIFICATION OF THE MAKING OF AN INSTRUMENT

NOTICE is hereby given that the undermentioned Instrument of the Australian Capital Territory has been made. Copies of the Instrument may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Ground Floor, FAI House, Corner of London Circuit and Akuna Street, Canberra City ACT 2601.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Dentists Act 1931</i>	Appointment of Dr David Griffiths as a Member of the Dental Board of the A.C.T.	No. 275 of 2000
<i>Poisons Act 1933</i>	Declaration of Restricted Substances.	No. 276 of 2000

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

PUBLIC HEALTH (MISCELLANEOUS PROVISIONS) ACT 1997

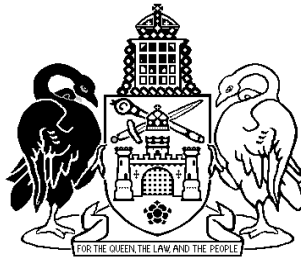
NOTICE OF COMMENCEMENT

I, Michael Moore, Minister for Health and Community Care, fix 28 August 2000 as the day PART II of the Act commences.

Dated 1st August 2000

Michael Moore
Minister for Health and Community Care

GOVERNMENT NOTICES (Continued)



ACT Government

AUSTRALIAN CAPITAL TERRITORY

STANDARD TIME AND SUMMER TIME ACT 1972

DECLARATION

Under section 5A of the *Standard Time and Summer Time Act 1972* ("the Act"), I DECLARE that the period commencing at two o'clock standard time in the morning of Sunday 27 August 2000 and ending at two o'clock standard time in the morning of Sunday 25 March 2001 shall be a daylight saving period for the purposes of the Act.

Dated the 8th day of August 2000.

Brendan Smyth MLA
Minister for Urban Services

GOVERNMENT NOTICES (Continued)**NOTIFICATION OF AN INSTRUMENT MADE UNDER THE PUBLIC ROADS ACT 1902 (NSW)**

NOTICE is hereby given that the undermentioned Instruments have been made under the Public Roads Act 1902 (NSW). Copies of the Instruments are available from the ACT Land Information Centre, Planning and Land Management, 16 Challis Street, Dickson, ACT; Telephone 6207 1601.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notice of Declaration of Public Roads – Division of Dunlop.	No. R32/00 of 2000
<i>Public Roads Act 1902 (NSW)</i>	Notice of Declaration of a Public Road – District of Weston Creek.	No. R33/00 of 2000

GOVERNMENT NOTICES (Continued)

PSYCHOLOGISTS BOARD OF THE AUSTRALIAN CAPITAL TERRITORY

NOTICE

ELECTION OF DEPUTY CHAIRPERSON

In accordance with the provisions of paragraph 6(2)(b) of the *Health Professions Boards (Procedures) Act 1981*, it is hereby notified that Colonel Wallace Hall was elected as Deputy Chairperson of the Psychologists Board of the ACT at a meeting of the Board on 3 August 2000. The term of office is from 3 August 2000, to and including 2 August 2001.

Dated this Fourth day of August Two Thousand.

Professor Don Byrne
Chairperson

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

HOUSING ASSISTANCE ACT 1987

NOTIFICATION ABOUT MAKING AGREEMENTS WITH THE COMMONWEALTH

Pursuant to Section 11A of the Housing Assistance act 1987 ("the Act"), I give notice that the Australian Capital Territory has entered into agreements with the Commonwealth in relation to the granting of financial assistance to the Territory for housing assistance.

In accordance with Section 11B of the Act, the above agreements come into effect on the date this notice is published in the Gazette. Copies of the agreements are available for inspection during business hours at:

Housing Policy Unit
Department of Urban Services
Level 4, Macarthur House
12 Wattle Street
LYNEHAM ACT
Telephone 62071229

Date: 10 August 2000

John Wynants
on behalf of Commissioner for Housing
for the Australian Capital Territory

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

RADIATION ACT 1983

Section 73

NOTIFICATION OF DECISIONS

Pursuant to Section 73 of the Australian Capital Territory Radiation Act 1983, the Radiation Council hereby gives notice of the particulars of the following decisions of Council, made on 9 August 2000

GRANTING OF LICENCE (paragraph 73(1)(b))

Licensee	Sharon Simpson
Address	ACT Forensic Medicine Centre Kingston
Authorised Activities:	Use, cause or permit to use, irradiating apparatus.
Conditions	Forensic radiography.

VARIATION OF CONDITIONS SPECIFIED IN A LICENCE (paragraph 73(1)(c))

Licensee	Frederick Earl Lomas
Address	Department of Nuclear Medicine The Canberra Hospital Garran
Authorised Activities:	Purchase, own or have in possession, use, cause or permit to use, unsealed radioactive materials.
Conditions	Nuclear medicine procedures involving diagnostic/therapeutic medical uses of: * Mo-99, Tc-99m, Ga-67, Tl-201, I-131, I-125, Cr-51, C-14, Y-90, P-32, In-111, Co-57, I-123, Sr-89, Cs-137, Ga-66, Ga-68, F-18, Ge-68. * Clinical research trial using volunteers to evaluate Tc-99m labelled calcium phytate colloid in a study of the risk of aspiration following upper GI endoscopy.

REGISTRATION OF IRRADIATING APPARATUS (paragraph 73(1)(d))

Owner	Anthony A Logue
Description	Gendex Densomat dental x-ray machine with Oralix AC tube S/Nos 912857, 851554 65kVp, 7.5mA
Location	Suite 204, Belconnen Churches Centre Benjamin Way Belconnen
Conditions	Diagnostic dental examinations.

GOVERNMENT NOTICES (Continued)

Owner National Capital Diagnostic Imaging
 Description Siemens diagnostic x-ray CT scanner Model Nos 3809659, 3810400
 S/Nos 38116, 01218, 01200 140kVp, 180mA
 Location Homeworld Centre
 Tuggeranong Town Centre
 Tuggeranong
 Conditions Diagnostic radiography.

Owner Canberra Hospital, Radiation Oncology
 Description Varian model 2100CD wave guide linear accelerator
 (18MV photons, 20MeV photons) S/No 1494. (LINAC #1)
 Location Radiation Oncology Department
 The Canberra Hospital
 Garran
 Conditions Therapeutic irradiation.

Owner Dr Anthony Bubear
 Description Philips dental x-ray machine with Oralix 65S tube S/Nos 8620346
 (Common controller for rooms 'A', 'B' & 'C'), Room 'C' - 8600558
 65kVp, 7.5mA
 Location Mezzanine Level
 City Walk Arcade
 Canberra
 Conditions Diagnostic dental examinations.

Owner Dr Graeme Flett
 Description Sirona dental x-ray machine model 4684606D3302
 with Heliodent DS tube,
 S/Nos 12881, 297781 60kVp, 7mA
 Location Room 2, Medical Centre
 Blamey Place
 Campbell
 Conditions Diagnostic dental examinations.

**APPROVAL FOR ALTERATION OR MODIFICATION OF REGISTERED
 IRRADIATING APPARATUS (paragraph 73(1)(e))**

Owner University of Canberra, Applied Science
 Description Source set RGS-1: Cs-137/185kBq, Cs-137/740kBq, 2xCs-
 137/222kBq,
 U-238/111kBq, 2 xY-88/370kBq, 2xRa-226/925kBq, Ra-226/370kBq,
 Th-232/74kBq, 2xU-238 & Th-232 activity unknown.
 Location Bunker, Building 17
 University of Canberra
 Bruce
 Conditions Teaching and instrument calibration.

GOVERNMENT NOTICES (Continued)

Owner Dr R Lones
 Description Pterygium applicator Amersham model YO9528,
 S/No 0010ML Sr-90, 40mCi (November 1997)
 Location John James Medical Centre
 29/175 Strickland Crescent
 Deakin
 Conditions * Therapeutic medical treatment.
 * Transport of the source is subject to Part V of the A.C.T. Radiation
 Act (1983).
 * The source shall be stored in its container and in a secure place at
 least 2 metres from any position regularly occupied by a person.

Owner Gungahlin Veterinary Services Pty Ltd
 Description CGR Triplunix model T800 x-ray machine with Eureka tube
 S/Nos 4819155, 234, Q8546 100kVp, 320mA
 Location 1 Quist Place
 Nicholls
 Conditions Veterinary radiography.

Owner Stephen K Lising
 Description Dental x-ray machine Philips Densomat control unit with Oralix 65S
 tube, serial numbers 8823869, 8803131, 65kVp ,7.5mA
 Location Suite 1 (Green Room)
 5 McKay Gardens
 Turner
 Conditions Diagnostic dental examinations

GOVERNMENT NOTICES (Continued)

Review by the ACT Administrative Appeals Tribunal - Any Persons whose interests are adversely affected by this decision may apply to the Tribunal to have the decision reviewed.

Reasons - If you wish to obtain a statement of reasons to explain why the decision was made you should write within 28 days of this notice to the ACT Radiation Council, GPO Box 825, Canberra 2601.

Location of the ACT Administrative Appeals Tribunal - The Tribunal is located on the 4th Floor, Canberra House, 40 Marcus Clarke Street, Canberra City.

Postal Address: GPO Box 9955, Canberra 2601. Telephone: 6243 4611.

Facsimile: 6247 0962. Document Exchange: DX 5727.

Powers of the ACT Administrative Appeals Tribunal - The Tribunal is an independent body. The Tribunal can agree with, change or reject the original decision, substitute its own decision or send the matter back to the decision maker for reconsideration in accordance with Tribunal recommendations.

How to apply to the ACT Administrative Appeals Tribunal - Simply write within 28 days explaining the details to the decision and the reasons for asking for a review.

Cost - To lodge an application there is a fee. You may apply to have the fee waived on the grounds of hardship. No fee is payable if you are receiving legal assistance.

Access to documents - You may apply for access to any documents relevant to this decision under the ACT *Freedom of Information Act 1989*. For more information contact the Freedom of Information Officer, Department of Health and Community Care, on phone 62051340.

Dated this 9th day of August 2000

Joseph Lising
Chairperson
Radiation Council

GOVERNMENT NOTICES (Continued)

Environment ACT

Environment Protection Act 1997

Environmental Authorisations

Notice is hereby given that under Section 49 of the *Environment Protection Act 1997* (the Act), environmental authorisations to conduct activities have been granted to the organisations set out below:

Organisation	Brief Description of Activity	Location
Climate Master	Use of CFCs and HCFCs	96 Gladstone St Fyshwick
Ian Mills	Use of CFCs and HCFCs	2 Gudgenby Cl Palmerston
ACTEW Corporation	Sewage Treatment	Block 1553 Belconnen

Under Section 135 of the Act, an application may be made to the Administrative Appeals Tribunal for a review of these decisions. The Administrative Appeals Tribunal can be contacted on telephone 6217 4277.

Copies of review documents are available for public inspection, during business hours, at the office of the Environment Management Authority, Level 2, South Wing, Macarthur House, Wattle Street Lyneham ACT.

Dated the 17 day of August 2000
Environment Management Authority

