



Australian Capital Territory

Gazette

No. 36, Thursday 7 September, 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.

Purchasing and Subscriptions

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

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

THE CANBERRA HOSPITAL

Pathology Services Branch Customer Services Section

Registered Nurse Level 1 \$32,245 - \$41,789, Canberra (PN. 28496 & 28906)

Closing date: 21 September 2000

Duties: Collect specimens from inpatients and outpatients of ACT Pathology. Participate as necessary in the domiciliary collection service including travel to various locations by motor vehicle. Provide comprehensive direct patient care by utilising the four phases of the nursing process.

Eligibility: Registered as a General Nurse with the ACT Nurses Board. Recent relevant experience in the collection of specimens for pathology tests from adults and children.

Note: Both positions are part-time 20 hours per week. Selection will be subject to a streamlined process, therefore it is in the interest of applicants to submit detailed applications and referee reports as their primary claim to the position. All of the above must be in writing and must address the selection criteria. Only shortlisted applicants will be contacted regarding the next phase of the selection process. Shortlisted applicants may be asked to demonstrate their specimen collection skills.

Contact Officer: Noreen Buckley (02) 6244 2934
Selection documentation may be obtained from Human Resource Management Group

(02) 6244 3139
Apply: 16
CC: 148-9010-16875 (3141)

The Canberra Hospital Surgical SMT Intensive Care Unit

Registered Nurse Level 2, \$43150-45877, Canberra (PN: 22335, PN: 22344)

Closing date: 14 September 2000
(one week close)

Duties: Provide comprehensive direct patient care by utilising the nursing process. Act as a role model in the provision of holistic patient care; liaise with patient care team to achieve an agreed standard of care.

EMPLOYMENT (Continued)

Eligibility/other requirements: Registered as a general nurse with the A.C.T. Nurses Registration Board. Minimum of three years recent post registration experience at an advanced level in Critical Care nursing.

Contact Officer: Julie Kussy (02) 6244 2222
Selection Documentation may be obtained from Nursing Recruitment (02) 6244 2257
Apply: 16
CC: 148-9010-16875 (1963)

**The Canberra Hospital
Surgical SMT
Intensive Care Unit**

**Registered Nurse Level 1, \$32245-41789,
Canberra (PN: 24640, PN: 23440)**

Closing date: 14 September 2000
(one week close)

Duties: Provide comprehensive direct patient care by utilising the four phases of the nursing process. Identify patient education needs and assist in the planning and implementation of suitable programs.

Eligibility/other requirements: Registered as a general nurse with the A.C.T. Nurses Registration Board. Experience in Critical Care nursing.

Contact Officer: Julie Kussy (02) 6244 2222
Selection Documentation may be obtained from Nursing Recruitment (02) 6244 2257
Apply: 16
CC: 148-9010-16875 (1963)

**The Canberra Hospital
Surgical SMT
Cardiothoracic Ward**

**Registered Nurse Level 1 \$32245-41789,
Canberra (PN: 20425, PN: 23415, PN: 27824)**

Closing date: 14 September 2000
(one week close)

Duties: Provide comprehensive direct patient care by utilising the four phases of the nursing process. Identify patient education needs and assist in the planning and implementation of suitable programs.

Eligibility/other requirements: Registered as a general nurse with the A.C.T. Nurses Registration Board. Minimum of three years recent post registration. Experience in Cardiothoracic Nursing and monitoring skills highly desirable.

Note: Permanent and Temporary full-time and part-time positions are available. PN 27824 is an expected vacancy. PN 23415 is a temporary vacancy available immediately until the return of the nominal occupant.

Contact Officer: Kylie Downes (02) 6244 2222
Selection Documentation may be obtained from Nursing Recruitment (02) 6244 2257
Apply: 16
CC: 148-9010-16875 (1943)

**The Canberra Hospital
Surgical SMT
Surgical Services**

**Registered Nurse Level 1, \$32245-41789
Canberra (Several Positions)**

Closing date: 14 September 2000
(one week close)

Duties: Provide comprehensive direct patient care by utilising the four phases of the nursing process. Identify patient education needs and assist in the planning and implementation of suitable programs.

Eligibility/other requirements: Registered as a general nurse with the A.C.T. Nurses Registration Board.

Note: Permanent and Temporary full-time and part-time positions are available.

Contact Officer: Pauline Green 6244 3385 or Cheryl Ross (02) 6244 2222
Selection Documentation may be obtained from Nursing Recruitment (02) 6244 2257
Apply: 16
CC: 148-9010-16875 (1911)

ACTION

**Human Resources
General Manager**

**Senior Officer Grade B \$65271-73479, Canberra
(PN. A90161)**

Closing date: 20 September 2000

Duties: As a member of ACTION's senior executive, manage the human resources function, including HR strategic planning, training and development programs, workplace relations and payroll.

Eligibility/other requirements: sound understanding of HR practices and policies, ability to manage a multi-functional team, demonstrative ability to contribute to corporate outcomes.

Contact Officer: Guy Thurston (02) 6207 8000
Selection documentation may be obtained from Carol Watchman (02) 6207 8066
Apply: 08
CC: 148-9027-17791

ACT COMMUNITY CARE

Child Youth & Women Health Program

**Senior Professional Officer Grade C,
\$55,731/Registered Nurse Level 4.2 \$60,257,
Canberra (PN. 28546)**

Closing date: 21 September 2000

Duties: We are looking for a motivated and committed person to manage our Southern Multidisciplinary team based at Tuggeranong Health Centre. The team consists of nurses,

EMPLOYMENT (Continued)

medical & allied health staff who work with children, families and young people.

Note: Expected Vacancy

Contact Officer: Alice Jones (02) 62055471
Selection documentation may be obtained from Gayle Galpin (02) 62051197
Apply: 21
CC: 148-9009-16857

**Child Youth & Women's Health Program,
Professional Officer Class 2,
Physiotherapist.\$44,018-\$49,193, Canberra
(PN. 25527)**

Closing date: 21 September 2000
Duties: Senior Physiotherapist required to provide direct patient care to babies, children and woman using primary health care principles in a community setting. The successful applicant will also be able to undertake health promotion activities and work within a multidisciplinary team.
Eligibility/other requirements: An appropriate Degree or Diploma in Physiotherapy and eligibility for ACT Registration.

Contact Officer: Tina Bracher (02) 62442154
Selection documentation may be obtained from Gail Galpin (02) 62051197
Apply: 21
CC: 148-9009-16857

**Child Youth & Women's Health Program,
Breast Screening Unit
RADIOGRAPHERS**

**Professional Officer Grade 2, Salary range
\$44,018 - \$49,193, Canberra (PN. Various)**

Closing date: 21 September 2000
Duties: Full time /part time/casual positions will be considered. The position also offers the benefits of salary packaging within a fringe benefit exempt program of ACT Community Care We are looking for Radiographers to join our committed team of health professionals working in the National BreastScreen Program. These positions will be based at the ACT BreastScreen clinic and involve travelling through out the South East of NSW working at fixed and mobile sites.
Experience in mammography preferred (but not mandatory) and you must be eligible for membership with the Australian Institute of Radiography Training and professional development in line with the National program is available to all staff

Contact Officer: Sue Richardson (02) 62051932
Selection documentation may be obtained from Sue Richardson (02) 62051932
Apply: 21
CC: 148-9009-16857

CHIEF MINISTER'S DEPARTMENT

**Public Sector Management Group
Corporate Strategy
Administrative Service Officer Class 6
\$44,503-\$51,121p.a. (PN: 55067) Canberra**

Closing Date: 21 September 2000
Duties: The successful applicant will be required to provide policy and planning advice on accountability, ethics, corporate strategy and reform issues relevant to the ACT Public Sector and to the Government, the Commissioner for Public Administration and ACT Government Agencies.

Contact Officer/ Selection Documentation: Megan Zatorski (02) 62076502, or via the web site www.act.gov.au/recruitment/cmdindex.asp
CC 148-9031-16949
Apply 06

**ADMINISTRATIVE SERVICE OFFICER CLASS 5
HRMS DATABASE ADMINISTRATOR
PERMANENT
SALARY \$41,207 to \$43,694
LOCATION: CALLAM OFFICES, WODEN, ACT**

**Applications Close:
21 September 2000**

Applications to be forwarded to:
Recruitment Officer
GPO Box 158
Canberra City ACT 2601
or email to: intact.recruitment@act.gov.au

POSITION DESCRIPTION

Participate in an integrated team charged with supplying services providing Help Desk services to clients under agreed service levels.

This position is responsible for the efficient and effective administration of the Whole of Government Human Resource Management System (HRMS). Specifically the occupant will be responsible for the day to day technical administration of the database, responding to client enquires in a help desk situation, and production of reports to meet or exceed contracted requirements

The occupant should have an accomplished level of skill, in a defined technical area of speciality.

The officer is also responsible for ensuring that problems reported by the clients are responded to and resolved to achieve client satisfaction.

Contact Officer's name and telephone number for queries regarding position: Geoff Hill on 62074278.

Selection Documentation may be obtained from **Donna Burns** (02) 62076791, **or via the InTACT web site** www.intact.act.gov.au

CC: 148-9034-17177

EMPLOYMENT (Continued)

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.

Children's, Youth and Family Services Division Family Services Branch Child Abuse Prevention and Education Section

Senior Professional Officer Grade C \$56347-60755, Canberra (PN. 3174)

Closing date: 21 September 2000

Duties: The Schools as Communities Project is part of the ACT Government's commitment to building social capital. The focus of the program will be on improving educational and social outcomes for children and young people at risk by creating strong and effective working relationships between families, communities and selected schools and preschools. This is an exciting, new, early intervention initiative to improve service integration for children and young people at risk and their families. It will also promote family strengthening through partnerships between government, communities, schools and business. The project will link with the wide range of other ACT Government initiatives to build social capital. We are seeking a dynamic coordinator to implement the project. This will include leading a team of professional community workers based in schools and preschools, establishing effective partnerships across schools, community agencies and the business sector and contributing to professional learning strategies to enhance school competencies in working with children and young people at risk and their families.

Eligibility/other requirements: Tertiary qualifications in social work or psychology which provide eligibility for membership of the Australian Association of Social Workers or the Australian Psychological Society, or a recognised teaching qualification.

Contact Officer: Gail Winkworth (02) 62071091
Selection documentation may be obtained from Janet Feldtman (02) 62071088
Apply: 12
CC: 148-9013-16917

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

Administrative Service Officer Class 4 \$36945-40113, Canberra (several positions, expected vacancies)

Closing date: 21 September 2000

Duties: With support and supervision, undertake investigations of children at risk of abuse and/or neglect. With support and supervision, provide ongoing casework services to support children and families including formulating, recording and managing individual case plans as appropriate. Liaise and work in conjunction with government and non-government organisations in the provision of services to children and families.

Eligibility/other requirements: Relevant tertiary qualifications in the social/behavioural sciences would be an advantage.

Contact Officer: Deborah Winkler (02) 62071382
Selection documentation may be obtained from The Contact Officer (02) 62071382

Apply: 12
CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Applications and two referee reports, from applicants for positions in the department, should address the selection criteria comprehensively, as selection decisions may be made only on the basis of the documentation provided, without formal interview. Full application should be sent to: The Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608

Emergency Service Bureau, Corporate Services, Personnel Section Administrative Service Officer Class 2 \$29,102-\$32,271, Canberra (PN.) Several

Closing date: 21 September 2000

Duties: Perform a range of administrative activities within the Bureau's Personnel, Finance and Records Management sections. Maintain, update and control various office information systems used in the work area Prepare routine paperwork, transactions and some minor correspondence. As a member of a team, undertake work appropriate to work unit's operational objectives. Provide advice and assistance to staff and clients related to the work area.

Contact Officer: Tracy Harwood (02) 6207 75875
Selection documentation may be obtained from Phil Evers (02) 6207 8412
Apply: 13
CC: 148-9007-16846

EMPLOYMENT (Continued)

**ACT Magistrates Court
Childers Street
Deputy Registrar**

**Administrative Service Officer Class 3
\$33,147 – 35,774, Canberra (PN. 1697, 42399)**

Closing date: 21/9/2000

Duties: Direct, control and supervise the work of the Commencement Cell and act as second in charge of the Judgment Cell. Exercise a statutory appointment as a Deputy Registrar of the Magistrates Court and as a Justice of the Peace. Process case documentation, including the examination and issue of documents initiating commencement, the examination and issue of less complex default judgments and applications for oral examinations, garnishees and writs for execution in the Civil section. Determine pay by instalment applications and make appropriate orders. Process interlocutory applications. Receive and answer enquiries relating to the activities of the Sub-section. Prepare files and associated exhibits for matters proceeding to appeal.

Contact Officer: Adrienne McRae (02) 6217 4315
Selection documentation may be obtained from 24 hour answering machine (02) 6217 4229
Apply: 28
CC: 148-9012-16939

**ACT Magistrates Court
Childers Street
Deputy Registrar**

**Administrative Service Officer Class 3
\$33,147 – 33,774, Canberra (PN. 42381)**

Closing date: 21/9/00

Duties: Direct, control and supervise the work of the Commencement Cell and act as second in charge of the Judgment Cell. Exercise a statutory appointment as a Deputy Registrar of the Magistrates Court. Process case documentation, including the examination and issue of documents initiating commencement, the examination and issue of less complex default judgments and applications for oral examinations, garnishees and writs for execution in the Civil section. Determine pay by instalment applications and make appropriate orders. Process interlocutory applications. Receive and answer enquiries relating to the activities of the Sub-section. Prepare files and associated exhibits for matter proceeding to appeal.

Note: Expected Vacancy

Contact Officer: Adrienne McRae (02) 6217 4315
Selection documentation may be obtained from 24 hour answering machine (02) 6217 4229
Apply: 28
CC: 148-9012-16939

**ACT Magistrates Court
Knowles Place**

**Administrative Service Officer Class 3
\$33,147 – 33,774, Canberra (PN. 42336, 43615)**

Closing date: 21/9/2000

Duties: Exercise a statutory appointment as a Deputy Registrar of the Magistrates Court. Assist the Deputy Registrar of the Charge Sub-Section in the preparation of appeals, committal documents and process applications for restricted licences, Section 23. Maintain and update records for interstate and local warrants, warrants of removal, recall warrants and ensure records are correct for all non payment of fines. Issue and authorise summonses, and other court processes as required. Liaise with police, Magistrates, the legal profession, public and other government agencies. Act as Archives Officer for the return and transfer of files from Archives. Other duties as directed.

Contact Officer: David Fisk (02) 6217 4317
Selection documentation may be obtained from 24 hour answering machine (02) 6217 4229
Apply: 28
CC: 148-9012-16939

**ACT Magistrates Court
Knowles Place
Deputy Registrar Charge**

**Administrative Service Officer Class 4
\$36,945 – 40,113, Canberra (PN. 43613, 43614)**

Closing date: 21/9/2000

Duties: Exercise a statutory appointment as a Deputy Registrar of the Magistrates Court. Assist the manager of the Charge Sub-section in the daily running of the before and after court sub-sections. Deal with enquiries and correspondence directed to the sub-sections. Issue and authorise summonses, and other court processes as required. Prepare and check court processes, including warrants, affidavits and summonses for various agencies as required. Liaise with police, Magistrates, the legal profession, public and other government agencies. Conduct interviews with defendants in relation to oral examinations and determine payment by instalment applications.

Contact Officer: David Fisk (02) 6217 4317
Selection documentation may be obtained from 24 hour answering service (02) 6217 4229
Apply: 28
CC: 148-9012-16939

EMPLOYMENT (Continued)**ACT Magistrates Court
Childers Street
Deputy Registrar****Administrative Service Officer Class 4
\$36,945 – 40,113, Canberra (PN. 43618)****Closing date:** 21/9/2000

Duties: Direct and control the work of the Judgment Cell, including supervision of staff within the cell. Assist the Deputy Registrar (Civil) in the work of the Sub-section, including the examination of more complex default judgment matters. Process notices requiring financial information, as well as processing matters for assessment. Manage and monitor trust payments and process payouts to recipients. Assist the enforcement cell as a Deputy Registrar of the Court. Attend to telephone and written enquiries. Process interlocutory applications. Determine pay by instalment applications.

Contact Officer: Adrienne McRae (02) 6217 4315
Selection documentation may be obtained from 24 hour answering service (02) 6217 4229
Apply: 28
CC: 148-9015-16939

**ACT Magistrates Court
Childers Street
Deputy Registrar/Section Manager****Administrative Service Officer Class 6
\$44,503 – 51,121, Canberra (PN. 43617)****Closing date:** 21/9/00

Duties: Manage the Civil Section of the Magistrates Court, monitoring work flows and work practices, setting priorities and managing outcomes. Manage staffing resources of the Section. Coordinate, supervise, train and develop staff of the Section. Exercise a statutory appointment as a Deputy Registrar. Actively participate in the ACT Magistrates Court's management team. Assist in the development, review and implementation of policies, practices and procedures relating to the Civil jurisdiction. Undertake a range of duties which relate to the specific work of the Section, including the appointment of investigators in certain matters and conduct oral examination, as well as maintaining the register of persons/bodies authorised to sign bonds. Undertake responsibility for maintaining the Section's workload statistics. Undertake a liaison role in relation to the civil jurisdiction. Represent the Court at meetings and on external committees, undertake a public information and liaison role. Attend to more complex enquiries and correspondence. Undertake project and policy work including responding to Cabinet submissions and ministerials as required. Act as a backup for conducting conferences.

Contact Officer: Adrienne McRae (02) 6217 4315

Selection documentation may be obtained from 24 hour answering service (02) 6217 4229
Apply: 28
CC: 148-9012-16939

**ACT Magistrates Court
Knowles Place
Manager****Administrative Service Officer Class 6
\$44,503 – 51,121, Canberra (PN. 42335)****Closing date:** 21/9/2000

Duties: Manage the Charge Section of the Magistrates court, monitoring work flows and work practices, setting priorities and managing outcomes. Manage staffing resources of the Section and coordinate, supervise, train and develop staff of the section. Exercise a statutory appointment as a Deputy Registrar. Actively participate in the Court's management team. Assist in the development, review and implementation of policies, practices and procedures relating to the criminal/summons jurisdiction. Undertake responsibility for maintaining statistics and undertake a liaison role in relation to the jurisdiction. Undertake project and policy work, represent the Court at meetings and on external committees and resolve complaints in relation to the section

Contact Officer: David Fisk (02) 6217 4317
Selection documentation may be obtained from 24 hour answering machine (02) 6217 4229
Apply: 28
CC: 148-9012-16939

**ACT Magistrates Court
Executive
Counter Officer****Administrative Service Officer Class 3
\$33,147 – 35,774, Canberra (PN. 44041)****Closing date:** 21/9/2000

Duties: Receive, check and issue documents in relation to the institution of proceedings in the ACT Magistrates Court, referring the more complex enquiries. Assist clients with the preparation, drafting and issuing of claims under relevant legislation. Initiate proceedings to bring about compliance with Court orders. Assist with the preparation of documents in relation to enforcement of judgments. Provide advice to the public on practices and procedures of all jurisdictions of the ACT Magistrates Court, referring the more complex enquiries. Receive and acquit public monies as required. Maintain and update computer records. Prepare general correspondence as required.

Contact Officer: Penny Rogers (02) 6217 4216
Selection documentation may be obtained from 24 hour answering machine (02) 6217 4229
Apply: 28 CC: 148-9012-16939

EMPLOYMENT (Continued)

**ACT Magistrates Court
Childers Street**

**Administrative Service Officer Class 2
\$29,102 – 32,271, Canberra (PN. 44058)**

Closing date: 21/9/2000

Duties: Provide administrative support to the Deputy Registrar. Register and process applications for hearing, arrange hearings, and assist with Tribunal hearing, including the operation of sound recording equipment and the preparation of the hearing room. Receive and answer enquiries, both in person and by telephone, from practitioners and the public on work of the sub-section. Operate and maintain automated information systems. Maintain filing systems for the various tribunals.

Contact Officer: Judy Talevich (02) 6217 4276
Selection documentation may be obtained from 24 hour answering machine (02) 6217 4229
Apply: 28
CC: 148-9012-16939

**ACT Magistrates Court
Executive
Senior Counter Officer**

**Administrative Service Officer Class 4
\$36,945 – 40,113, Canberra (PN. 44038)**

Closing date: 21/9/00

Duties: Manage the operations of the Counter Service Unit of the ACT Magistrates Court, supervise, train and develop staff of the Counter Service Unit. Exercise statutory functions as Deputy Registrar by checking and issuing court process as required. Assume responsibility for the correct appropriation and receipt of revenue and trust payments; check and authorise payments to recipients. Receive, check and issue documents in relation to the institution of proceedings in the Court. Liaise with the appropriate sections of the Court in relation to specific court process.

Note: Expected Vacancy

Contact Officer: Penny Rogers (02) 6217 4216
Selection documentation may be obtained from 24 hour answering service (02) 6217 4229
Apply: 28
CC: 148-9012-16939

**ACT Magistrates Court
Executive
Office Manager**

**Administrative Service Officer Class 6
\$44,503 – 51,121, Canberra (PN. 42314)**

Closing date: 21/9/2000

Duties: Overall management responsibility for the Administrative Support Section of the ACT Magistrates court and Tribunals including staff development and training, building management, security, office services, assets, finance and accounts payable, trust and revenue accounting, and the coordination of establishments, recruitment and personnel. Coordinate, supervise, train and develop staff of the Section. Financial management, including the monitoring of expenditure and the preparation of Fringe Benefits tax and Group Tax returns. Actively participate in the ACT Magistrates Court's management team. Assist in the development, drafting, review and implementation of policies, practices and procedures. Undertake more complex projects, including reports and submissions. Undertake a liaison role, represent the Court at meetings and on external committees.

Contact Officer: Jane Caruana (02) 6217 4227
Selection documentation may be obtained from 24 hour answering service (02) 6217 4229
Apply: 28
CC: 148-9012-16939

**ACT Magistrates Court
Executive
Assistant Office Manager**

**Administrative Service Officer Class 4
\$36,946 – 40,113, Canberra (PN. 42315)**

Closing date: 21/9/2000

Duties: Assist in the management of the operations of the Administrative Support section of the ACT Magistrates Court. Responsibility for Human Resource Management of the Magistrates Court. Process recruitment/ personnel action and liaise with personnel and Recruitment on a range of issues. Responsibility for financial management in relation to accounts payable processing and trust accounting. Operate an automated financial management system (Oracle) to enter accounts payable and perform the duties of backup approvals officer when necessary. Provide advice on procedural, policy and legislative matters as they relation to Human Resource Management issues, accounts payable, trust accounts and ACT Government Service policy generally. Maintain records in relation to the Court's OH&S programs. Undertake policy and project work on behalf of the management of the Court as required.

Contact Officer: Jane Caruana (02) 6217 4227
Selection documentation may be obtained from 24 hour answering service (02) 6217 4229

EMPLOYMENT (Continued)

Apply: 29
CC: 148-9012-16939

**ACT Magistrates Court
Childers Street
Deputy Registrar RTT**

**Administrative Service Officer Class 4
\$36,945 – 40,113, Canberra (PN. 44056)**

Closing date: 21/9/2000

Duties: The occupant of this position will be required to perform the statutory responsibilities and administrative functions of a Deputy Registrar as determined by the relevant legislation. Register and process applications, directions and decisions of the Tribunals. Arrange hearing and distribute notices as required. Oversee maintenance of the internal registry computer system and other office equipment. Respond to enquiries and advise and assist clients on procedures for orders and appeals. Provide assistance to the other Tribunals as required.

Contact Officer: Judy Talevich (02) 6217 4276
Selection documentation may be obtained from 24 hour answering service (02) 6217 4229
Apply: 28
CC: 148-9012-16939

**ACT Magistrates Court
Knowles Place**

**Administrative Service Officer Class 3
\$33,147 - 35774, Canberra (PN. 42343)**

Closing date: 21/9/00

Duties: Assist the Deputy Registrar in the work of the section, including and checking of summonses, subpoenas in relation to Protection Order matters. Prepare and type Protection Orders in accordance with orders of the Court. Process new applications for Restraining Orders; create appropriate files; maintain conference and hearing diaries. Receive and answer police and public enquiries on the work of the Section. Other duties as directed.

Contact Officer: Roger Cotter (02) 6217 4223
Selection documentation may be obtained from 24 hour answering machine (02) 6217 4229
Apply: 28
CC: 148-9012-16939

Under Section 32, Division B. 2.1 of the ACT Department of Justice and Community Safety Officers Certified Agreement 2000-2002, a Joint Selection Committee (JSC) will determine the above vacancies at the ACT Magistrates Court. An appeal may be made under this Division against a decision of the Department to promote an ACTPS or APS officer, or to transfer an ACTPS or APS officer on higher duties, that gives effect to a non-unanimous recommendation of a joint selection committee.

An appeal may not be made under this Division against a decision of the Department to promote or transfer an ACTPS or APS officer if the decision gives effect to the unanimous recommendation of a joint selection committee.

**ACT Supreme Court
Russell Fox Library
Librarian In Charge**

**Senior Professional Officer Grade C
\$56,346 – 60,755, Canberra (PN. 2139)**

Closing date: 28 September 2000

Duties: Manage the operations of the ACT Law Courts Library including the provision of an effective and efficient legal reference service for the ACT law courts and tribunals. Develop and implement library policies and procedures relating to access, acquisitions, accommodation and information technology.
Eligibility/other requirements: Appropriate degree or diploma together with training in Librarianship acceptable for professional membership of the Australian Library and Information Association or a recognised course of integrated study in librarianships and academic subjects.
Note: This position was advertised on 27 July 2000. Previous applicants need not reapply.

Contact Officer: Dale Heslin (02) 6267 2730
Selection documentation may be obtained from Janine Delf (02) 6267 2732
Apply: 28
CC: 148-9012-19615

DEPARTMENT OF URBAN SERVICES

**Environment ACT
Heritage Unit**

**Administrative Service Officer Class 5
\$41,410-\$43,909, Canberra (PN. 15688)**

Closing date: 21/9/2000

Duties: Under limited direction, assist in the development and delivery of the Heritage Festival. Coordinate and/or assist in heritage events and education programs. Draft ministerial briefings and correspondence and reports as required.
Eligibility/other requirements: Appropriate qualifications and/or experience relating to communications and/or marketing. Knowledge and awareness of cultural heritage issues.
Note: This position is temporary part time working 25 hours per week and is available for temporary filing till May 2001.

Contact Officer: Susan Bell (02) 62072165
Selection documentation may be obtained from Rhonda Robinson (02) 62072163
Apply: 34
CC: 148-9028 17775

EMPLOYMENT (Continued)

**Planning and Land Management Group
Building and Services Branch
ACT Land Information Centre
Legislation and Cadastral Infrastructure
Subsection**

**# Administrative Service Officer Class 5
\$41,207-\$43,694, Canberra (PN. 41755)**

Closing date: 21/9/2000

Duties: As a valuable & valued member of the team, the Place Names Officer will have sufficient knowledge of ACT nomenclature issues and policy to prepare Disallowable Instruments and manage the gazettal of public places names, respond to Ministerial requests and research, assess and maintain a database of suitably commemorative place names. The duties of this position also include the provision of executive assistance and support to the Commissioner for Surveys, secretariat functions for the Place Names Committee, representation at relevant forums and public consultation on Place Name issues.

The successful applicant will need to have a broad knowledge of the planning, development and administration of land in the ACT, especially in the area of public places names and ACT nomenclature policy. Well developed communication, research, liaison and organisational skills are essential.

The position will involve the provision of written advice on ACT public place names policy and nomenclature, particularly in response to request from & correspondence to the Minister.

Contact Officer: Dave Dobson (02) 62071965 or david.dobson@act.gov.au
Selection documentation may be obtained from Grace Binoya (02) 62050094
Apply: 34
CC: 148-9020 16925

**Building, Electrical and Plumbing Control
Section
Inspections & Records Management
(Mitchell Shopfront)**

**Administrative Service Officer Class 4
\$36,945-\$40,113, Canberra (PN. 43417)**

Closing date: 21/9/2000

Duties: Coordinate and direct administrative staff involved with Shopfront activities and customer service. Train and develop staff in the operations and techniques for public counter. The successful applicant will have proven supervisory and workflow coordination skills, sound knowledge of financial processes to the handling of public money, communication and conflict resolution skills.

Contact Officer and Selection documentation:
Darrell Dinnen (02) 62077907
Apply: 34
CC: 148-9020 17031

Business Systems Unit

**Senior Information Technology Officer Grade C
\$56,347-\$60,755, Canberra (PN. 13102)**

Closing date: 21/9/2000

Duties: As a Senior Officer within the Unit, the occupant of this position will be required to undertake a range of duties and responsibilities, including –

- Project managing the development and maintenance of business application systems and provide specialist technical support to end users;
- Analysing user requirements and prepare IT business cases;
- Undertake IT work requiring sound technical and project management skills, the use of advanced IT methods and techniques, as well as exercising considerable judgement;
- Acquire, promote, develop and/or manage effective IT/IS solutions across Planning and Land Management including contract management;
- Assist with the establishment and development of strategic and operational planning of Information System (IS) support service requirements, propose budget plans and develop Planning and Land Management IT/IS policies and procedures; including disaster recovery plans; and
- Assist in managing physical, financial and human resources of the team(s), including performance management at team/individual level.

Candidates for the position must have demonstrated ability in project management and business and system analysis, as well as a high level of IT/IS skills, written and oral communication skills and ability to manage external providers of IT services. Experience and skills in developing and maintaining systems using Oracle DBMS, Oracle Designer and Developer (Form 4.5 and above) and Powerbuilder in an NT based environment would be highly desirable.

Eligibility/other requirements: Tertiary qualifications in computer sciences or other discipline and/or relevant experience and skills.

Contact Officer and Selection documentation:
Peter Lim (02) 62052038 or peter.lim@act.gov.au
Apply: 34
CC: 148-9020 16925

EMPLOYMENT (Continued)

**Policy Coordination Group
Infrastructure Policy Branch
ACT Waste**

**Administrative Service Officer Class 3
\$33,147-\$35,774, Canberra (PN. 44090)**

Closing date: 21/9/2000

Duties: Under general direction, respond to, investigate and report on disputes concerning waste issues. Perform contract inspections as directed. Provide input to monitoring and auditing of contractors' performance. Eligibility/other requirements: Certificate III in Public Procurement highly desirable. Current driver's licence.

Contact Officer and Selection documentation:
Mark de Kleuver (02) 62055406
Apply: 34
CC: 148-9019 17026

Appointments**THE CANBERRA HOSPITAL**

**Administrative Service Officer Class 2
\$28,391 - \$31,483**
Veronica Carton: 762-90593, Section 68,
25 August 2000
CC: 148-9010-16875 (3124)

ACT COMMUNITY CARE

**Disability Support Officer Level 1
\$26,716-\$27,786**
Teleisia Taumoefolau: 740-93828,
Section 68(1) & 70 (1), 17 August 2000
CC: 148-9009-16861

**Disability Support Officer Level 1
\$26,716-\$27,786**
Anna O'Neill: 740-93393, Section 68(1) & 70 (1),
17 August 2000
CC: 148-9009-16861

**Disability Support Officer Level 1
\$26,716-\$27,786**
Justin Watson: 741-00020, Section 68(1) & 70
(1), 17 August 2000
CC: 148-9009-16861

**Disability Support Officer Level 1
\$26,716-\$27,786**
Anne-Marie Schmidt: 741-00047, Section 68(1) &
70 (1), 17 August 2000
CC: 148-9009-16861

**Disability Support Officer Level 1
\$26,716-\$27,786**
Tracey Tulloh: 741-00055, Section 68(1) & 70
(1), 17 August 2000
CC: 148-9009-16861

**Disability Support Officer Level 1
\$26,716-\$27,786**
Neil Evans: 741-00012, Section 68(1) & 70 (1),
17 August 2000
CC: 148-9009-16861

CHIEF MINISTER'S DEPARTMENT

The InTACT Group
Information Technology Officer Class 1,
\$35,774-\$40,904p.a
Timothy Paul Christie, 757-47571, Section 68
CC: 148-9043-17177

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

School Assistant 2 \$24747-27442
Brian Robert Demmery: 755-81866, Section 68(1),
23 August 2000
CC: 148-9013-16917

School Assistant 2 \$24747-27442
Lorelle Esme Morrissey: 755-70403, Section
68(1), 23 August 2000
CC: 148-9013-16917

Principal (Category 8) \$68730-83730
Michael William Bradley: 328-81690, Section
68(1), 3 October 2000
CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

**Administrative Service Officer Class 4
\$36,945 – 40,113**
Judith Davies: 747-87547, Section 68/70, 30/8/00
CC: 148-9075-17581

DEPARTMENT OF URBAN SERVICES

Senior Officer Grade B \$66,577-\$74,949
Elizabeth Yuet-Wan Wong: AGS No 711-74008,
Section 115, 21/8/2000
CC: 148-9017 17305

Senior Officer Grade C \$56,347-\$60,755
David Joseph Colussi: AGS No 606-53644,
Section 68(1), 24/8/2000
CC: 148-9017 16954

Senior Officer Grade C \$56,347-\$60,755
Robert Jansen: AGS No 757-52864, Section 68(1),
24/8/2000
CC: 148-9020 17450

**Administrative Service Officer Class 6
\$44,504-\$51,121**
Glenn Charles Bain: AGS No 757-53437,
Section 68(1), 28/8/2000
CC: 148-9030 16941

EMPLOYMENT (Continued)

Transfer

DEPARTMENT OF HEALTH AND COMMUNITY CARE

Bal Krishna Reddy: 527-79298

From: Professional Officer Class 2 \$44503-49736
 Health Protection Service, ACT Department of Health and Community Care
 To: Professional Officer Class 2 \$44503-49736
 Health Protection Service, ACT Department of Health and Community Care, Canberra (PN. 29460) (29,20/7/00)

THE CANBERRA HOSPITAL

Anthony Julian Smith: 607-62293

From: General Service Officer Level 2 \$25,084-29,014
 The Canberra Hospital
 To: General Service Officer Level 2 - HSUA \$24,324-25,194
 Pharmacy Services The Canberra Hospital, Canberra (PN. 25213)
 CC: -148-9010-16875 2334

CHIEF MINISTER'S DEPARTMENT

A. N. Wright 241-79148

From: Information Technology Officer Class 2, \$44,503-\$51,121p.a
 Chief Minister's Department
 To: Information Technology Officer Class 2, \$44,503-\$51,121p.a
 Service Delivery, Chief Minister's Department (PN. 14337)
 Gazette No: 27. 6 July 2000
 CC: 148-9043-17177

D. Kosic 505-63055

From: Information Technology Officer Class 2, \$44,503-\$51,121p.a
 Chief Minister's Department
 To: Information Technology Officer Class 2, \$44,503-\$51,121p.a
 Service Delivery, Chief Minister's Department (PN. 14339)
 Gazette No: 27. 6 July 2000
 CC: 148-9043-17177

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'.

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**',

EMPLOYMENT (Continued)

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 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 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/selectee;
- 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 deadline relates to the date on which the direction was first notified in the department.)

EMPLOYMENT (Continued)

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;
 - (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.

EMPLOYMENT (Continued)

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), 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**.

EMPLOYMENT (Continued)

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

THE CANBERRA HOSPITAL

The Canberra Hospital Pathology Services General Services

Stephen McPherson: 547-16071

From: Administrative Service Officer Class 3
\$32,337 - \$34,900
The Canberra Hospital
To: Administrative Service Officer Class 4
\$36,042 - \$39,132
Pathology Services, The Canberra Hospital
Canberra (PN. 27171) (21/7/00)

CC: 148-9010-16875 (3111)

Deputy CEO Corporate Staff Development Unit

Christine Evans: 550-60086

From: Administrative Service Officer Class 1
\$15,051-27,845
The Canberra Hospital
To: Administrative Service Officer Class 2
\$28,391-31,483
Staff Development Unit The Canberra Hospital,
Canberra (PN. 21484) (6/7/00)

CC: 148-9010-16875 1521

Deputy CEO Corporate Information Management Group

Jenny Kok: 741-20048

From: Administrative Service Officer Class 6
\$44,503-51,121
Department of Health and Community Care
To: † Senior Officer Grade C \$54,969-59,270
Information Management Group The Canberra Hospital, Canberra (PN. 25816) (27/5/00)

CC: 148-9010-16875 1112

Medical Imaging Branch Administration Section

Kirsty Fisher: 735-32497

From: Administrative Service Officer Class 2
\$28,391-31,483
The Canberra Hospital
To: Administrative Service Officer 3 \$32,337-34,900
Administration Section, The Canberra Hospital,
Canberra (PN. 28689) (10/8/2000))

CC: 148-9010-16875 2711

Medical Imaging Branch Administration Section

Karen Bourne: 607-90868

From: Administrative Service Officer Class 2
\$28,391-31,483
The Canberra Hospital
To: Administrative Service Officer 3
\$32,337-34,900
Administration Section, The Canberra Hospital,
Canberra (PN. 21901) (10/8/2000))

CC: 148-9010-16875 2711

ACT COMMUNITY CARE

Corporate and Business Development, Finance and Contract Management

Debbie Johnson: 542-05941

From: Administrative Service Officer Class 4
\$36,541 - \$39,675
ACT Community Care
To: Administrative Service Officer Class 5
\$40,757-\$43,217
Finance and Contract Management ACT
Community Care, Canberra (PN. 29009) (20 July 2000)

CC: 148-9009-18270

CHIEF MINISTER'S DEPARTMENT

M. Fulton 735-13755

From: Administrative Service Officer Class 4,
\$36,945-\$40,113p.a
Chief Minister's Department
To: Administrative Service Officer Class 6
\$44,503-\$51,121p.a
(PN: 55180)
Business Development and Attraction
Gazette No: 26. 29 June 2000
CC: 148-9031-17299

All appeal applications should be addressed to:
Convenor of the Appeal Panel
PO Box 749
Civic Square ACT 2608

EMPLOYMENT (Continued)

The InTACT Group

S. M. Chambers 539-96534

From: Administrative Service Officer Class 5,
\$41,207-\$43,694p.a
Canberra Institute of Technology
To: Administrative Service Officer Class 6
\$44,503-\$51,121p.a
(PN: 14313)
Gazette No: 27. 6 July 2000
CC: 148-9043-17177
All appeal applications should be addressed to:
Convenor of the Appeal Panel
PO Box 749

Y. G. Simonis 710-39885

From: Administrative Service Officer Class 1,
\$15,428-\$28,419p.a
Chief Minister's Department
To: Administrative Service Officer Class 4,
\$36,945-\$40,113p.a
(PN: 14305)
Gazette No: 27. 6 July 2000
CC: 148-9043-17177
All appeal applications should be addressed to:
Convenor of the Appeal Panel
PO Box 749

K. L. Jaques-O'Neill 261-48759

From: Administrative Service Officer Class 4,
\$36,945-\$40,113p.a
Chief Minister's Department
To: Administrative Service Officer Class 5,
\$41,207-\$43,694p.a (PN: 14308)
Gazette No: 27. 6 July 2000
CC: 148-9043-17177
All appeal applications should be addressed to:
Convenor of the Appeal Panel
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D. M. Burns 543-36167

From: Administrative Service Officer Class 5,
\$41,207-\$43,694p.a
Chief Minister's Department
To: Administrative Service Officer Class 6,
\$44,503-\$51,121p.a HR Unit (PN: 14366)
Gazette No: 31. 3 August 2000
CC: 148-9043-17177
All appeal applications should be addressed to:
Convenor of the Appeal Panel
PO Box 749

D. Horne 542-04826

From: Administrative Service Officer Class 3,
\$33,147-\$35,774p.a
Chief Minister's Department
To: Administrative Service Officer Class 5,
\$41,207-\$43,694p.a Business Operations
(PN: 14309)
Gazette No: 27. 6 July 2000
CC: 148-9043-17177
All appeal applications should be addressed to:
Convenor of the Appeal Panel
PO Box 749

A. J. Karabalic 545-59264

From: Information Technology Officer Class 1,
\$35,774-\$40,904p.a
Chief Minister's Department
To: Information Technology Officer Class 2,
\$44,503-\$51,121p.a (PN: 14338)
Gazette No: 27. 6 July 2000
CC: 148-9043-17177
All appeal applications should be addressed to:
Convenor of the Appeal Panel
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G. G. Munro 527-19359

From: Administrative Service Officer Class 5,
\$41,207-\$43,694p.a
Chief Minister's Department
To: Senior Officer Grade C, \$56,346-\$60,755p.a
(PN: 14351)
Gazette No: 27. 6 July 2000
CC: 148-9043-17177

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Parliamentary Counsel's Office

Christine Fiddes: 501-45857

From: Administrative Service Officer Class 3
\$33,147 – 35,774
Department Of Justice and Community Safety
To: Administrative Service Officer Class 4
\$36,945 – 40,113
Parliamentary Counsels Office, Canberra
(PN. 42308) (No. 30 27/7/00)

CC: 148-9012-17345

Parliamentary Counsel's Office

Anna Anderberg-Hewitt: 333-08036

From: Administrative Service Officer Class 3
\$33,147 – 35,774
Department of Justice and Community Safety
To: Administrative Service Officer Class 4
\$36,945 – 40,113
Parliamentary Counsel's Office, Canberra
(PN. 42309) (No 30 27/7/00)

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Parliamentary Counsel's Office

Karen Brown: 506-89897

From: Administrative Service Officer Class 4
\$36,945 – 40,113
Department of Justice and Community Safety
To: Administrative Service Officer Class 5
\$41,207 – 43,694
Parliamentary Counsel's Office, Canberra
(PN. 43619) (No 30 27/7/00)

CC: 148-9012-17345

EMPLOYMENT (Continued)

**ACT Corrective Services
Youth Justice Services
Residential Unit**

Mark Bennett: 737-58023

From: Administrative Service Officer Class 4
\$36,945 – 40,113
Department of Justice and Community Safety
To: Administrative Service Officer Class 5
\$41,207 – 43,694
Youth Justice Services, Canberra (PN. 3294)
(No 18 4/5/00)

CC: 148-9012-17345

Forfeiture of Office

THE CANBERRA HOSPITAL

Section 221 Public Sector Management Act:
Predrag Ninkovic, General Service Officer
Level 2 – HSUA, 30/8/00
CC: 148-9010-16875 1372

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES**

Section 221(2) Public Sector Management Act:
Glenn Harold Dopson, General Service Officer
Level 2, 21 August 2000
CC: 148-9013-16917

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
- 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
S47	29 August	Declarations ~ <i>ACTEW/AGL Partnership Facilitation Act 2000</i>

GOVERNMENT NOTICES

NOTIFICATION OF THE MAKING OF AN INSTRUMENT

NOTICE is hereby given that the undermentioned Instruments of the Australian Capital Territory have been made. Copies of the Instruments 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>Land (Planning and Environment) Act 1991</i>	Appointment of Mary Estella Williams as a Member of the ACT Heritage Council.	No. 287 of 2000
<i>Public Health Act 1997</i>	Determination of a Code of Practice for the Operation of Cooling Towers and Warm Water Storage Systems.	No. 288 of 2000
<i>Mental Health (Treatment and Care) Act 1994</i>	Appointment of Christopher Higginson as the Principal Official Visitor.	No. 291 of 2000
<i>Mental Health (Treatment and Care) Act 1994</i>	Appointment of Sue Connor as an Official Visitor.	No. 292 of 2000
<i>Mental Health (Treatment and Care) Act 1994</i>	Appointment of Jeff Thompson as an Official Visitor.	No. 293 of 2000
<i>Administration Act 1989</i>	Delegation.	No. 294 of 2000
<i>Public Health Act 1997</i>	Determination of Fees.	No. 295 of 2000

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

NOTICE is hereby given that the undermentioned Instrument has been made under the Public Roads Act 1902 (NSW). Copies of the Instrument 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 – Divisions of Gordon and Dunlop.	No. R35/00 of 2000

GOVERNMENT NOTICES (Continued)

LAND (PLANNING AND ENVIRONMENT) ACT 1991

DIRECTION UNDER SUBSECTION 37(1)

TO:

Mr Lincoln Hawkins
Executive Director
Planning and Land Management Group
Urban Services

WHEREAS:

- A. You are the public servant performing the duties of the Government Service Office which, under subsection 33(3) of the *Land (Planning and Environment) Act 1991* (the Land Act), constitutes the ACT Planning Authority; and
- B. The ACT Executive has considered Legislative Assembly resolution Number 15 of 28 June 2000 which states: "That pursuant to Sub section 37 (2) of the *Land (Planning and Environment) Act 1991*, the Legislative Assembly recommend to the Executive, that the ACT Planning Authority be directed to review the Territory Plan as it relates to Variation 114 Heritage Places Register - Red Hill Housing Precinct, to provide for a development intensity of not more than one dwelling on any block in the Red Hill Housing Precinct."

THE ACT EXECUTIVE HEREBY GIVES THE FOLLOWING DIRECTION under subsection 37 (1) of the Land Act:

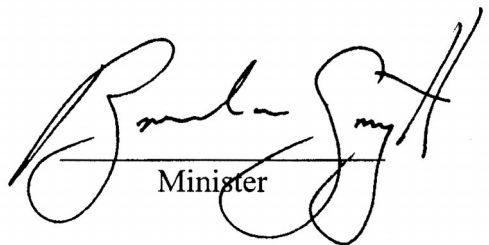
The ACT Planning Authority shall review the Territory Plan as it relates to Variation 114 Heritage Places Register - Red Hill Housing Precinct, to provide for a development intensity of not more than one dwelling on any block in the Red Hill Housing Precinct.

DATED:

9/8/00

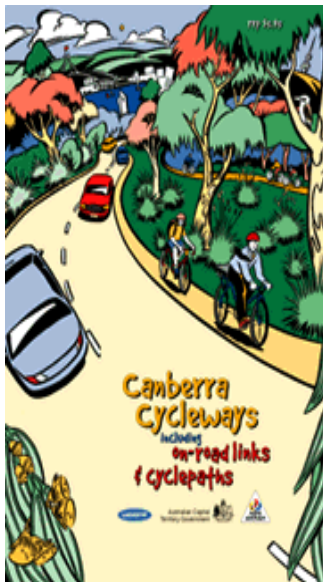


Minister



Minister

PRIVATE NOTICES



CANBERRA CYCLEWAYS MAP

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- bike hire, bike lockers, public facilities and street names
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