



Australian Capital Territory

Gazette

No. 11, Thursday 15 March, 2001

Contents

General Information	ii
Employment	269
Government Notices	292

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

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, HOUSING AND COMMUNITY CARE

Population Health Division Health Protection Service Immunisation

Administrative Service Officer Class 4 \$36945-40113, Canberra (PN. 24288)

Closing date: 29 March 2001

Duties: Oversee the flow of immunisation data through the ACT central vaccine register from ACT general practitioners and community nurses and ensure data is sent to the Health Insurance Commission in a timely fashion. Liaise closely with all Vaccine providers in the ACT and with the Health Insurance Commission in matters relating to the function of the National Childhood Immunisation Register. Supervise staff involved in immunisation data entry.

Note: This position is a twelve month temporary vacancy from beginning May 2001.

Contact Officer: Julie Donda (02) 62070897
Selection documentation may be obtained from Contact Officer.

Apply: 20
CC: 148-9011-16943

Central Office Health Strategy and Acute Services Health Services Planning

Administrative Service Officer Class 6 – DoH \$ 44,503-51,121 Canberra (PN. 23900)

Closing date: 29 March 2001

Duties: Under limited direction, and in accordance with best management principles perform the following duties: Undertake policy, planning, statistical and research work including developing, reviewing or implementing policy instructions, administrative procedures and the preparation of reports and publications. Provide policy, planning, statistical and financial advice to Senior Officers. Liaise with other Government Bodies and community organisations. Undertake the preparation of replies to parliamentary questions, Ministerial briefing notes, drafting of Cabinet Submissions and correspondence and processing of Ministerial representations. Represent, coordinate and provide support services for the Department at meetings, conferences or seminars.

EMPLOYMENT (Continued)

Eligibility/other requirements: A knowledge and understanding of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity.

Contact Officer: Joan C Scott 02- 6205 0835
Selection documentation may be obtained from Alison Colebrook 02- 6205 0795 E-mail: alison.colebrook@act.gov.au

Apply: 23
CC: 148-9011-16888

**Central Office
Health Strategy and Acute Services
Health Services Planning**

**Senior Officer Grade B – DoH \$66,577-74,948
Canberra (PN. 27079)**

Closing Date: 29 March 2001

Duties: As a Unit Manager, Team Leader or Subject Specialist, perform all or some of the following duties: Provide high level advice to the Chief Executive, Executive Management Team and customers on policy, programs, planning, purchasing and other activities. Represent the Department in high level liaison and negotiation with customers, other Agencies, Unions and other Governments. Develop, review, oversee and evaluate strategic activities and projects related to corporate goals, operational procedures, legislative reforms, policies and planning.

Eligibility/other requirements: These duties are performed under broad direction in accordance with best practice management principles. Qualifications and experience relevant to health service planning is essential. A knowledge and understanding of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity.

Contact Officer: Susan Killion 02-6205 0877
Selection documentation may be obtained from Alison Colebrook 02-6205 0795 E-mail: alison.colebrook@act.gov.au

Apply: 23
CC: 148-9011-16888

THE CANBERRA HOSPITAL

**The Canberra Hospital
Medical SMT
Coronary Care Unit**

**Registered Nurse Level 2 \$43150-45877,
Canberra (PN.22328)**

Closing date: 29th March 2001

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.

Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Registration Board. Minimum of three years recent post registration experience. Minimum of one years experience in Cardiology nursing or holds a relevant post registration qualification.

Contact Officer: John Alexander (02) 6244 2165
Selection documentation may be obtained from Human Resource Management Group (02) 6244 2257
Apply: 16
CC: 149-9010-16875 (1766)

**The Canberra Hospital
Mental Health Services
Woden Mental Health**

**Registered Nurse Level 3 / Professional Officer
Class 2 \$47,581 - \$50,648 / \$43,416 –
\$48,520, Canberra**

Closing Date: 29 March 2001

Duties: As a member of a multidisciplinary team, undertake complex assessment, treatment and case management of clients with moderate to severe long term illness; provide clinical expertise in regard to specific discipline skills within the multidisciplinary team reviews; actively liaise with families / carers, as well as consulting with other agencies.

Eligibility/other requirements: Registered as a Mental Health Nurse in the ACT / Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current ACT Registration where applicable and / or eligibility for membership of the appropriate professional organisation; Current ACT or equivalent Drivers Licence.

Note: This is a full time vacancy available for 12 months from mid April 2001.

Contact Officer: John Reinhard (02) 6205 1488
Selection Documentation may be obtained from Human Resource Management Group (02) 6244 3580
Apply: 16
CC: 149-9010-16875 (2227)

**The Canberra Hospital
Mental Health Services
Crisis Assessment and Treatment Team**

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

Closing date: 29 March 2001

Duties: Mental Health Services, The Canberra Hospital is a major provider of mental health services in the ACT and is strongly focused on providing a quality service. We have a full time permanent vacancy either as a Professional Officer Class 1 or a Registered Nurse Level 2. The position is located in our Crisis Assessment and Treatment Team and a 7 day rotating roster applies.

EMPLOYMENT (Continued)

Eligibility/other requirements: Tertiary qualification in Psychology, Social Work, Mental Health Nursing or Occupational Therapy with current ACT registration where applicable, and/or eligibility for membership of the appropriate professional organisation.
 Note: Applicants will be selected on the basis of written applications and referee reports, which must address the selection criteria. It is important that you attach referee reports along with your application.

Contact Officer: John Bubear (02) 6205 1979
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139
 Apply: 16
 CC: : 149-9010-16875 (2232)

**The Canberra Hospital
 Mental Health Services
 Belconnen Mental Health**

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

Closing Date: 29 March 2001
 Duties: ACT Mental Health Services are seeking an enthusiastic Mental Health Professional with a background in Mental Health Nursing, Psychology, Social Work or Occupational Therapy, and whose practice conforms with the National Standards for Mental Health Services. The successful applicant will work within the multidisciplinary Mental Health Team at Belconnen, and manage a caseload of clients within a case management model. A strong commitment to the philosophy of Community Mental Health is desirable.
 Eligibility/other requirements: Tertiary qualification in Psychology, Social Work, Mental Health Nursing or Occupational Therapy with current ACT registration where applicable, and/or eligibility for membership of the appropriate professional organisation.

Contact Officer: Tracy Thompson (02) 6205 1110
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139
 Apply: 16
 CC: 149-9010-16875 (2224)

**The Canberra Hospital
 Executive**

**Administrative Service Officer Class 5
 \$40,200-42,626, Canberra (PN. 20007)**

Closing date: 29th March
 Duties: Manage the office of the Chief Executive Officer and take responsibility for the examination and appraisal of all incoming correspondence and initiation of appropriate action prior to their examination by the Chief Executive. Preparation of correspondence, minutes and other written material. Co-ordination of meetings, travel and other arrangements for the Chief Executive,

screening and classifying inward telephone calls. Managing and initiating action on enquiries concerning executive functions. Registering, classifying and indexing files and managing the appointments calendar. Undertake research and liaison on behalf of the Chief Executive, initiating action to ensure timely response to requests for information.
 Eligibility/other requirements: High level secretarial skills (including speed typing and dictaphone)

Contact Officer: Graeme Shields (02) 6244 2689
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168
 Apply: 16
 CC: 149-9010-16875 (1111)

**The Canberra Hospital
 Corporate Services
 Information Management Group
 Medical Records**

**Senior Professional Officer Grade C
 \$54,969-59,270, Canberra (PN. TBA)**

Closing date: 30th March
 Duties: Under broad direction manage, co-ordinate and assume leadership and professional accountability for the Medical Record Department to optimise service delivery. Develop and implement hospital and departmental policy with regard to the Medical Record Department service and functions. Develop and utilise staff, financial and other resources to provide quality cost-effective services. Plan, develop and supervise Medical Records Department operations consistent with patient service needs, the hospital's role delineation and hospital philosophy, goals and policy. Eligibility/other requirements: Tertiary qualifications in Health Information Management (or equivalent) and eligibility for full membership of the Health Information Management Association of Australia.

Contact Officer: Judy Redmond (02) 6244 3270
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168
 Apply: 16
 CC: 149-9010-16875 (2337)

**The Canberra Hospital
 Clinical Support
 Pharmacy Services**

**Senior Professional Officer Grade C,
 \$54,969-59,270, Canberra (PN. 28701)**

Closing date: 30th March
 Duties: Co-ordinate and manage Oncology Pharmacy Services. Supervise staff and students in the provision of Oncology Pharmacy Services. Assist in the development of policy and procedures and ensure implementation within the area. Develop and implement quality assurance programs within the area. Provide direct clinical services as appropriate.

EMPLOYMENT (Continued)

Eligibility/other requirements: Registered Pharmacist.

Contact Officer: Susan Alexander (02) 6244 2121

Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168

Apply: 16

CC: 149-9010-16875 (2334)

**The Canberra Hospital
Business & Infrastructure Support
Biomedical Engineering**

**Senior Professional Officer Grade (ENG/REL) A,
Director \$75,432, Canberra (PN. 24841)**

Closing date: 30th March

Duties: Plan, develop and manage Biomedical Engineering Service for the ACT Health and Community Care Service ensuring contestability. Plan, develop, implement and manage plant and equipment program for The Canberra Hospital. Undertake projects and provide high level specialist advice and assistance to management on specific aspects of Biomedical Engineering.

Eligibility/other requirements: Qualifications admitting to Graduate Membership of the Institute of Engineering Australia, or other qualifications recognised by the Public Service Board as appropriate for the efficient discharge of duties.

Contact Officer: Mark Bonato (02) 6244 2822
Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168

Apply: 16

CC: 149-9010-16875 (1391)

ACT COMMUNITY CARE

**ACT Community Care
Child, Youth and Women's Health Program
Allied Health Inpatient Team**

**Professional Officer Class 2 \$43,545 - \$48,665,
Canberra (PN. 20507)**

**Physiotherapist, Women's Health
(Salary packaging with FBT exemption under
PBI conditions is available to permanent staff)**

Closing date: 29 March 2001

Duties: A Senior Physiotherapist is required to provide direct patient care to obstetric and gynaecology both individually and in groups, and to coordinate a comprehensive inpatient and outpatient physiotherapy service in Women's Health. The position is based at The Canberra Hospital as part of a multidisciplinary team and involves a high level of organisational and clinical skills.

Eligibility/other requirements: An appropriate Degree or Diploma in Physiotherapy and eligibility for ACT registration.

Contact Officer: Tina Bracher (02) 6244 2154

Selection documentation may be obtained from Kerry Kent (02) 6244 2154

Apply: 21

CC: 148-9009-16857

**ACT Community Care
Integrated Health Care Program
Physiotherapy TCH**

**Professional Officer Class 1 \$30,366 - \$42,601,
Canberra (PN. 25532)**

**Physiotherapist
(Salary packaging with FBT exemption under
PBI conditions is available to permanent staff)**

Closing date: 29 March 2001

Duties: A rotational PO1 Physiotherapist is required to provide direct patient care to inpatients and outpatients in a range of locations including The Canberra Hospital and community health centres. Experience can be gained in a wide variety of clinical areas. Weekend work is a requirement.

Eligibility/other requirements: An appropriate Degree or Diploma in Physiotherapy and eligibility for ACT registration.

Contact Officer: June Gunning (02) 6244 2154
Selection documentation may be obtained from Kerry Kent (02) 62442154

Apply: 21

CC: 148-9009-17798

ACTION

**ACTION
Operations
North Region Business Unit**

**Senior Officer Grade B \$66,914-75,327,
Canberra (PN. A20197)**

Closing date: 30 March 2001

Duties: Lead business operations of ACTION in the northern region of Canberra. Develop the business and its service within commercial parameters, ensuring best practice standards are achieved. Build a motivated and effective management and staff team and develop initiatives to optimise service delivery and enhance patronage.

Eligibility/other requirements: Proven ability and performance in the management of a transport business or similar, with demonstrated leadership, strategic management and business development skills.

Interested applicants should contact Carol Watchman on (02) 6207 8066 to obtain an ACTION information pack and selection documentation. Following receipt of this material, further information can be obtained from

Guy Thurston, Executive Director, on (02) 6207 8000

Apply: 08

CC: 148-9027-17791

EMPLOYMENT (Continued)

ACTION
Corporate and Community Affairs

**Senior Officer Grade B \$66,914-75,327,
Canberra (PN. A20163)**

Closing date: 30 March 2001
Duties: Manage the Corporate and Community Affairs Branch. Coordinate and develop high quality customer service, advertising and promotional activity for ACTION's services. Conduct market/customer research. Coordinate public consultation, public and media relations and liaison between the Minister, Department of Urban Services and ACTION.
Eligibility/other requirements: Extensive marketing, promotions and public relations experience.

Interested applicants should contact Carol Watchman on (02) 6207 8066 to obtain an ACTION information pack and selection documentation. Following receipt of this material further information can be obtained from Guy Thurston, Executive Director on (02) 6207 8000.
Apply: 08
CC: 148-9027-17791

CHIEF MINISTER'S DEPARTMENT

**ACT Information Services
Information Management**

The ACT Information Services (ACTIS) is a dynamic organisation responsible for the delivery of information and transactional services through its business units, Canberra Connect and Information Planning.

The Information Management Unit forms the policy and strategic arm of ACTIS. It has three main functions:

- Policy – responsible for the development of Whole of Government policy on Information Management;
- Planning – Strategic planning for major IT systems and the coordination and evaluation of major government wide and agency based information projects; and
- Technical Architecture – Support to agencies and government wide projects and systems.

Manager, Information Management Planning

Senior Officer Grade A (PN: 55696)
Salary Range: \$77,321 - \$95,524p.a
Closing Date: 23 March 2001
Canberra

This position requires a highly motivated, strategically orientated person to lead and manage a small team responsible and accountable for the development and maintenance of Information Technology, Information Systems and Information Management activities across the ACT Government. The role includes developing and maintaining an Information Management Strategic

Plan for ACT Government agencies, facilitating the leveraging of skills, experience, technologies and processes across major Information Technology/Information System projects including establishing common standards and procedures.

Qualifications: Relevant tertiary qualifications and/or training in Business Process Re - engineering and Project Management is desirable.

Note: This position will be subject to job sizing and may result in an Australian Workplace Agreement, which will determine the remuneration.

Contacts: Enquiries about these positions should be directed to Mr Michael Vanderheide, Director, Information Management, ACT Information Services, on (02)6207 6469. Selection criteria and information pack may be obtained by calling Sandy Schumacher on (02) 62050477 and is also available from www.act.gov.au/recruitment/cmdindex.asp
Apply 06 or via email recruitment@act.gov.au
CC: 148-9031-19558

Manager, Technical Architecture

Senior Officer Grade B (P N: 55697)
Salary Range \$66577 - \$92,620p.a
Closing Date: 23 March 2001
Canberra

Information Management is seeking an experienced IT professional who will lead a professional team responsible for the development of the technical architecture that will serve as the foundation for the ACT Information Technology and Information Systems environment, including the implementation of major initiatives. The successful applicant will manage Whole of Government consulting/architecture projects to support major technical advances for the ACT Government, provide technical advice in the development of standards, policies and guidelines; and provide high level advice to management and government on emerging trends in the IT industry.

Qualifications: Relevant Tertiary qualifications and/or appropriate IT industry experience. Strong supporting IT and IM technical qualifications (such as MCSE) in areas of interest.

Note: This position will be subject to job sizing and may result in an Australian Workplace Agreement, which will determine the remuneration.

Contacts: Enquiries about these positions should be directed to Mr Michael Vanderheide, Director, Information Management, ACT Information Services, on (02) 6207 6469. Selection criteria and information pack may be obtained by calling Sandy Schumacher on (02) 62050477 and is also available from www.act.gov.au/recruitment/cmdindex.asp
Apply 06 or via email recruitment@act.gov.au
CC: 148-9031-19558

EMPLOYMENT (Continued)

ACT Information Services Canberra Connect

The ACT Information Services (ACTIS) is a dynamic organisation responsible for the delivery of information and transactional services through Canberra Connect and Information Planning.

The key role of Canberra Connect is to provide enhanced information and transactional services for the ACT community, as well as redesigning and expanding these services. Canberra Connect has two main business units:

- Channels – which includes the ACT shopfronts, web portals, kiosks and call centres; and
- Business management – which includes marketing, media promotion, customer and agency relations, business processing re-engineering, the development of new services and information products with agencies and assistance with the integration of services across various delivery channels.

Manager, Business Management

Senior Officer Grade A (PN: 55695)
Salary Range: \$77,321-\$95,524p.a
Closing Date: 23 March 2001
Canberra

The Manager, Business Management requires a dynamic and creative person who will have an opportunity to be part of an exciting new ACT Government initiative leading a small team responsible for the growth of all business systems in Canberra Connect. The successful applicant will also be responsible for negotiating and establishing performance standards; consultation with stakeholders and customers on aspects of service delivery; integration of business and technology systems across channels; budget development and financial administration; contract management; and managing an ongoing marketing and media image program.

Qualifications: Tertiary qualifications in related disciplines and/or proven skills in financial administration and project management are desirable.

Note: This position will be subject to job sizing and may result in an Australian Workplace Agreement, which will determine the remuneration.

Apply 06 or via email recruitment@act.gov.au
CC: 148-9031-19558

Channels Manager

Senior Officer Grade A (PN: 55694)
\$77321-\$95,524p.a
Closing Date: 23 March 2001
Canberra

Canberra Connect is seeking a high calibre manager to join a dynamic organisation. The successful applicant will be responsible and accountable for excellence in customer service across each channel of delivery, including the ACT Shopfronts, Call Centres and electronic delivery mechanisms. Key responsibilities

include; planning and managing the people, budget and operations of the Channel's Unit; the provision of high quality customer services; refining and integrating business processes and promoting the use of more efficient Channels.

Qualifications: Tertiary qualifications and/or experience in multiple channels, in particular Call Centre, Retail or web transactions is desirable. A minimum of five years experience in people management.

Note: This position will be subject to job sizing and may result in an Australian Workplace Agreement, which will determine the remuneration.

Contacts: Enquiries about these positions should be directed to Michael Vanderheide, Director, ACT Information Management, on (02) 6207 6469. Selection criteria and information pack may be obtained by calling Sandy Schumacher on (02) 62050477 and is also available from www.act.gov.au/recruitment/cmdindex.asp
Apply 06 or via email recruitment@act.gov.au
CC: 148-9031-19558

Office of Business Tourism and Arts Business ACT

Administrative Service Officer Class 5, (PN: 55698), \$41,207-\$43,694p.a
(Permanent part-time 25 hours per week)
Closing Date: 29 March 2001
Canberra

Undertake program development and marketing activities in line with the Government's business development and attraction initiatives. In particular: In conjunction with the business community, develop projects and programs that address infrastructure issues impacting on the development and growth of the ACT business sector.

Contact Officer: Chris Thomson (02)62050549
Selection documentation Kellie Smith (02)62075816 and is also available from www.act.gov.au/recruitment/cmdindex.asp
Apply 06 or via email recruitment@act.gov.au
CC: 148-9031-17744

CANBERRA TOURISM AND EVENTS CORPORATION

**Marketing Section
Tourism and Events Class 5, (PN: 43166), \$41,410-\$43,909p.a**
Closing Date: 29 March 2001
Canberra

Duties: Act as primary liaison officer between Canberra Tourism and the designated client base on a broad range of issues including sales, co-operative marketing and information dissemination. Schedule and conduct regular calls on local tourism members to assess and respond to the needs for Canberra Tourism support, information and promotional literature.

EMPLOYMENT (Continued)

Contact Officer Debbie McGee (02)62050663
Selection documentation: Kristy O'Connor
(02)62050658

Note: Selection may be made on the basis of written application and referee reports. The referee report should be submitted with the application, and should address the selection criteria.

Please note that applications will not be acknowledged

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9005-16840

INDEPENDENT COMPETITION AND REGULATORY COMMISSION

**Administrative Service Officer Class 6,
(PN: 55690), \$44,503-\$51,121p.a
Closing Date: 29 March 2001
Canberra**

Duties: Under limited supervision, assist in implementing the provisions of *Utilities Act 2000* as they relate to the ICRC: including assisting in issuing utility licences, monitoring compliance with licence conditions and reviewing industry codes.

Contact Officer Susan Faulbaum (02)620 52773
Selection documentation: Katie Tsiagalís
(02)620 50799

Please note that applications will not be acknowledged

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-18555

**Senior Officer Grade C, (PN: 55691),
\$56,346-\$60,755p.a
Closing Date: 29 March 2001
Canberra**

Duties: With a high degree of independence, assist in implementing the provisions of the *Utilities Act 2000* as they relate to the ICRC: including managing the process for issuing utility licences, monitoring compliance with licence conditions and reviewing industry codes.

Contact Officer Susan Faulbaum (02)620 52773
Selection documentation: Katie Tsiagalís
(02)620 50799

Please note that applications will not be acknowledged

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-18555

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.

Office of Training and Adult Education Purchasing, New Apprenticeships and Innovations

**Senior Officer Grade B \$66577-74949, Canberra
(PN. 2, expected vacancy)**

Closing date: 29 March 2001

Duties: This position is responsible for the management of staff and purchasing operations including the management of financial and other resources. Key functions: Provide advice to senior officers, the Vocational Educational and Training Authority the ACT Advisory Council on Adult and Community Education, the Adult English Language, Literacy and Numeracy Advisory Committee and the Government on matters relating to vocational education and training systems, legislation, policies and practices in the ACT. Provide management for New Apprenticeship system for the ACT including, interpreting relevant legislation and awards and providing advice on vocational education and training systems to employers, industry parties, existing and prospective New Apprentices and other key organisations. Prepare or coordinate submissions, papers and correspondence on policy, technical, program or administrative issues for vocational education and training.

Note: The terms and conditions of this position may be regulated under an Australian Workforce Agreement, at a higher remuneration package.

Contact Officer: Stephen Bramah (02) 6205 7088
Selection documentation may be obtained from Carol Kuzmanoski (02) 6205 7061

Apply: 12 or via email:
decs_employment@act.gov.au
CC: 148-9013-16917

**Human Resources Branch
Workforce Planning and Management Section**

**Teacher Level 3 \$59700-65730, Canberra
(PN. 4060)**

Closing date: 29 March 2001

Duties: Manage staffing functions for the department. Qualifications Officer. Provide strategic advice on contemporary human resource management, policy and practices. Plan and manage a range of projects, conduct indepth research and prepare complex correspondence and submissions. Develop and implement human resource policies across the department.

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

Contact Officer: Michael Bateman (02) 62059281

EMPLOYMENT (Continued)

Selection documentation may be obtained from Belinda Finzi (02) 62059281
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Ginninderra District High School

TEACHER LEVEL 3, DEPUTY PRINCIPAL 1
\$59700-65730, CANBERRA (PN. 4126,
EXPECTED VACANCY)

Closing date: 29 March 2001
 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.
 Eligibility/other requirements: A minimum of four years full time (or equivalent) tertiary study leading to award of a recognised teaching qualification.

Contact Officer: Greg Robinson (02) 6205 6099
 Selection documentation may be obtained from the Contact Officer (02) 6205 6099
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Ginninderra District High School

Administrative Service Officer Class 5
\$41207-43694, Canberra (PN. 510)

Closing date: 29 March 2001
 Duties: Provide high level support to the Principal in developing policies and procedures relating to administration and school based management. Manage and develop budgets and school finances. Co-ordinate, supervise and deploy support staff.

Contact Officer: Greg Robinson (02) 6205 6099
 Selection documentation may be obtained from the Contact Officer (02) 6205 6099
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Wanniassa School

Administrative Service Officer Class 3
\$33147-35774, Canberra (PN. 32748)

Closing date: 29 March 2001
 Duties: Sound knowledge of and experience in maintaining accounting procedures, and ability to develop and maintain financial and administrative systems.

Note: Applications may be assessed on application and referee reports only. Applicants should submit 2 written referee reports, which specifically address the selection criteria with their application.

Contact Officer: Cheryl May (02) 6205 6252
 Selection documentation may be obtained from the Contact Officer (02) 6205 6252

Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Lake Tuggeranong College

Administrative Service Officer Class 3
\$33147-35774, Canberra (PN. 3029)

Closing date: 29 March 2001
 Duties: Liaise with the Registrar to supervise, plan and co-ordinate the provision of administrative services in the school including work processing, student record keeping, photocopying, reception and general office duties. Provide support and assistance in maintaining the financial and administrative systems of the school, extended School Based Management and future initiatives in this area.

Contact Officer: Elizabeth Shonk (02) 6205 6210
 Selection documentation may be obtained from the Contact Officer (02) 6205 6210
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Koomarri School

School Assistant 2, Special Teachers Assistant
\$24747-27442, Canberra
(PN. 31042 expected vacancy)

Closing date: 29 March 2001
 Duties: Provide general assistance of a supportive nature to the class teacher by assisting children with disabilities in school routines and activities, such as, prepare programmed materials and teaching aids; assist in education programs with small groups or individuals and assist in the implementation of behaviour management programs.

Contact Officer: Veneta Amies (02) 620 56377
 Selection documentation may be obtained from the Contact Officer (02) 620 56377
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Wanniassa School

School Assistant 2 \$24747-27442, Canberra
(PN. 738)

Closing date: 29 March 2001
 Duties: Act as Collector of Public Money and prepare daily banking. Perform keyboard duties on computers, facsimile machines and other clerical duties as required by the Principal or Executive Administrator.

Note: Applications may be assessed on application and referee reports only. Applicants should submit 2 written referee reports, which specifically address the selection criteria with their application.

EMPLOYMENT (Continued)

Contact Officer: Cheryl May (02) 6205 6252
 Selection documentation may be obtained from
 The Contract Officer (02) 6205 6252
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Macquarie Primary School**School Assistant 2 \$24747-27442, Canberra (PN. 1163)**

Closing date: 29 March 2001
 Duties: Assist in the front office by performing computing duties including MAZE, the receipting of money, telephone and reception duties, filing and photocopying. Be responsible for the publishing (including setting out, typing, photocopying and distribution) of the fortnightly newsletter.

Contact Officer: Trish Bellchambers (02) 62056077
 Selection documentation may be obtained from
 The Contact Officer (02) 62056077
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Campbell Primary School**Building Services Officer 1 \$26313-27344, Canberra (PN. 1523 expected vacancy)**

Closing date: 29 March 2001
 Duties: Assume responsibility for security of school buildings, furniture, fittings and equipment. Maintain the school, including the grounds, in a clean and tidy condition, with particular regard for safety and security hazards in a school undergoing major building refurbishment.

Contact Officer: Pat Thornhill (02) 620 56300
 Selection documentation may be obtained from
 Moira Davis (02) 620 56300
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

**Human Resources Branch
Workforce Planning and Management Section****Senior Officer Grade C \$56347-60755, Canberra (PN. 34414)**

Closing date: 29 March 2001
 Duties: Manage workforce data analysis and planning for future needs. Equity and Diversity Adviser. Provide strategic advice on contemporary human resource management, policy and practices. Plan and manage a range of projects, conduct indepth research and prepare complex correspondence and submissions. Develop and implement human resource policies across the department.
Note: The terms and conditions of this position may be regulated under an Australian Workforce Agreement, at a higher remuneration package.

Contact Officer: Michael Bateman (02) 62059281
 Selection documentation may be obtained from
 Belinda Finzi (02) 62059281
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

**Human Resources Branch
Workforce Planning and Management Section****Senior Officer Grade C \$56347-60755, Canberra (PN. 1858)**

Closing date: 29 March 2001
 Duties: Manage payroll services and provision of workforce reports and analysis. Provide strategic advice on contemporary human resource management, policy and practices. Plan and manage a range of projects, conduct indepth research and prepare complex correspondence and submissions. Develop and implement human resource policies across the department.

Note: The terms and conditions of this position maybe regulated under an Australian Workforce Agreement, at a higher remuneration package.

Contact Officer: Michael Bateman (02) 62059281
 Selection documentation may be obtained from
 Belinda Finzi (02) 62059281
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

**Human Resources Branch
Workforce Relations and Legal Services****SENIOR OFFICER GRADE C \$56347-60755, CANBERRA (PN. 413)**

Closing date: 29 March 2001
 Duties: Investigate and provide strategic advice on complex employment and administrative law. Represent the department before the Australian Industrial Relations Commission and other tribunals. Develop and implement contemporary human resource management policies and operating procedures.

Note: The terms and conditions of this position maybe regulated under an Australian Workforce Agreement, at a higher remuneration package.

Contact Officer: Anne Thomas (02) 62059203
 Selection documentation may be obtained from
 Jane Malcolm (02) 62059202
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

**Children's, Youth and Family Services Division
Youth and Community Services Section****Senior Officer Grade C \$56347-60755, Canberra (PN. 42466, expected vacancy)**

Closing date: 29 March 2001
 Duties: Manage programs (eg Support Accommodation Assistance Program, Youth

EMPLOYMENT (Continued)

Services, Community Services Purchasing including the achievement of program objectives, financial monitoring and reporting, and supervision and development of staff. Liaise and negotiate with other department staff and with other government and non-government agencies.

Note: The terms and conditions of this position may be regulated under an Australian Workforce Agreement, at a higher remuneration package.

Contact Officer: Tony Carmichael (02) 62050533
Selection documentation may be obtained from Penelope Dickens (02) 62050708

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Children's, Youth and Family Services Division
Youth and Community Services Section**

**Senior Officer Grade C \$56347-60755, Canberra
(PN. 11205)**

Closing date: 29 March 2001
Duties: Manage a sub-program (eg SAAP, community service purchasing) including the achievement of program objectives, financial monitoring and reporting, and supervision and development of staff. Liaise and negotiate with other department staff and with other government and non-government agencies.
Note: This is a temporary position available ASAP til 30 June 2001. The terms and conditions of this position may be regulated under an Australian Workforce Agreement, at a higher remuneration package.

Contact Officer: Tony Carmichael (02) 62050533
Selection documentation may be obtained from Penelope Dickens (02) 62050708

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Children's, Youth and Family Services Division
Youth and Community Services Section**

**Administrative Service Officer Class 6
\$44504-51121, Canberra (PN. Several, expected
vacancy)**

Closing date: 29 March 2001
Duties: Administer a program(s) of grants including financial performance and review of organisations providing services with a community focus. Undertake project work involving research and policy interpretation and development. Prepare briefs, reports and correspondence.

Note: There is a temporary position available ASAP til January 2002 and expected permanent positions.

Contact Officer: Tony Carmichael (02) 62050533
Selection documentation may be obtained from Penelope Dickens (02) 62050708

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Sport and Corporate Resources Division
Bureau of Sport and Recreation Branch
ACT Coaching and Officiating Centre Section**

**Administrative Service Officer Class 6
\$44504-51121, Canberra (PN. 13675)**

Closing date: 29 March 2001
Duties: Co-ordinate, manage and develop coaching and officiating education programs within the ACT. Facilitate implementation of the National Coaching Accreditation Scheme and National Officiating Accreditation Scheme courses throughout the ACT region.

Note: Previous applicants will be considered and need not reapply. This position is located at Homeworld, Tuggeranong.

Contact Officer: Mark Garrity (02) 620 72068
Selection documentation may be obtained from Margaret Robertson (02) 620 72184

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Children's, Youth and Family Services Division
Youth and Community Services Section**

**Administrative Service Officer Class 5
\$41207-43694, Canberra (PN. 42183)**

Closing date: 29 March 2001
Duties: Individually, or as a member of a team, contribute to the development of policy and manage programs to support the Government, in particular in the area of youth affairs. Research and prepare, or co-ordinate the preparation of, ministerial briefings, speeches, reports, correspondence and other written material.

Contact Officer: Tony Carmichael (02) 62050533
Selection documentation may be obtained from Penelope Dickens (02) 62050708

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Applications for the above positions should be forwarded to the Workforce Planning and Management Section, Level 2, Manning Clark Offices or via email:
decs.employment@act.gov.au

**Children's, Youth and Family Services Division
Family Services Branch
Court Unit**

**Senior Officer Grade B \$66577-74949, Canberra
(PN. 11297, expected vacancy)**

Closing date: 29 March 2001
Duties: Manage the Family Services Court Unit as required to promote the care and protection of children in the ACT. Represent and exercise the powers of the Chief Executive and Director of Family Services in all matters before courts and tribunals according to legislative requirements.

EMPLOYMENT (Continued)

Note: The terms and conditions of this position may be regulated under an Australian Workplace Agreement, at a higher remuneration package.

Contact Officer: Christine Healy (02) 62071090
 Selection documentation may be obtained from Janet Feldtmann (02) 62071088
 Apply: 12 or via email:
decs.employment@act.gov.au
 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

ACT Corrective Services Social Capital Programs unit Manger

**Senior Officer Grade C \$56,346 – 60,755,
 Canberra (PN. 43669)**

Closing date: 29 March 2001
 Duties: As part of the ACT Government initiative to maintain and build social capital, ACT Corrective Services is implementing a number of social capital programs. The Unit Manager will be responsible for the staffing, provision and operation of these programs that target young offenders and at risk young people who require intensive support and intervention. The Manager will report on the operation and direction of the projects and provide policy advice to the senior office; develop and maintain effective collaboration with involved government and community agencies; and take responsibility for Court assessments and reports.

Eligibility/other requirements: Relevant tertiary qualification and /or experience in Correction or related fields highly desirable.

Note: This is a temporary vacancy for a period of up to 3 years

Contact Officer: James Ryan (02) 6207 0847
 Selection documentation may be obtained from Jeanette Barnes (02) 62070853
 Apply: 28
 CC: 148-9012-16898

Registrar-General's Office Business Services Unit Executive Officer

**Senior Officer Grade C \$56,346 – 60,755,
 Canberra (PN. 42524)**

Closing date: 29 March 2001
 Duties: Direct, co-ordinate and manage the delivery of corporate support to the office. Perform the functions of Deputy Registrar-General. Undertake research, analysis and make recommendations on policy and procedural initiatives relating to the operation of the office. Manage, control and develop administrative and automated systems. Liaise with representative of government, industry and public industry groups. Exercise delegated responsibilities within guidelines provided by legislation and administrative arrangements.

Contact Officer: Andrew Taylor (02) 6207 0450
 Selection documentation may be obtained from Simon Mooney (02) 6207 0452
 Apply: 28
 CC: 148-9012-17189

TEMPORARY WORK REGISTERS ADMINISTRATIVE SERVICE OFFICERS

People who are interested in temporary employment as Administrative Service Officers with the Department of Justice and Community Safety are invited to submit their application and resume for placement on a temporary employment register. Registers are used to select staff for temporary engagement for periods up to twelve months or to undertake special projects on a shorter term basis.

**Administrative Service Officer Class 1 Register
 \$15,428 - \$28,419**

Persons applying for this level should have:

- clear oral and written communication skills;
- ability to provide general administrative support;
- maintain office equipment and records;
- typing speed of 40 wpm;
- collect and distribute mail; and
- driver's license

**Administrative Service Officer Class 2 Register
 \$29,102 - \$32,271**

Persons applying for this level should have:

- the ability to communicate clearly orally and in writing;
- ability to resolve problems;
- organise workloads and set priorities and maintain records;
- typing speed of 45-50 wpm;
- audio transcribing;
- general knowledge and experience in work and data processing;

EMPLOYMENT (Continued)

- provide administrative assistance - screen calls, arrange travel, maintain appointment system;
- Experience in legal secretarial or as counter service officer would be highly desirable.

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

- Persons applying for this level should have:
- the ability to supervise and train allocated staff;
 - good written and oral communication skills;
 - initiative in the application of established work practices and procedures;
 - records management and collation of statistics;
 - keyboard skills and typing speed of 50 wpm;
 - knowledge and ability to use computer applications - work processing and spread sheets;

Experience in legal secretarial, as a personal assistant or a senior counter service officer, would be highly desirable.

Administrative Service Officer Class 4 Register
\$36,945 - \$40,113

- Persons applying for this level should have:
- managerial ability, including the ability to monitor work practices and work flows;
 - set priorities within the work area;
 - develop and supervise staff;
 - collecting and analysing data and preparing reports and submissions;
 - Good liaison and communication skills, both oral and written.

Trust Officer – Administrative Service Officer Class 4

Persons applying for this level should have the ability to:

- Carry out the administration of less complex estates and trusts;
- take instructions;
- prepare and execute wills;
- attend hearings of the Guardianship Management Property Tribunal;
- administer all matters relating to the management of property orders and power of attorneys; and
- carry out the administration of Proceeds of Crime forfeitures.

Administrative Service Office Class 5 Register
\$41,207 - \$43,694

- Persons applying for this level should have:
- the capacity for drafting complex correspondence;
 - have proven managerial ability;
 - sound liaison and communication skills;
 - the ability to investigate, interpret or evaluate and disseminate information in respect to the Department's operations in relation to policy aspects or programs.

Administrative Service Officer Class 6 Register
\$44,503 - \$51,121

Persons applying for this level should have the ability to:

- work under limited direction;
- well developed liaison and coordination skills including representing the agency at meetings, conferences and seminars;
- have demonstrated personnel management skills and the ability to interpret legislation and materials relating to the operation and functions of the area;

Sound experience as a human resource practitioner including industrial relations and agreement making or in legal policy development would be highly desirable.

Community Corrections Officer (Administrative Service Officer Class 5) Register
\$41,207 - \$43,694

Persons applying for this level should have the ability to: supervise a caseload of offenders on community based orders. This would include the design and implementation of case plans and the assessing and counselling of clients in relation to their offending behavior. Sound report writing skills are also required.

Applications which address the above work descriptions, as well as a resume detailing qualifications and relevant experience should clearly indicate which employment register to be placed on.

A separate application and resume will need to be lodged for each register you are interested in. Persons who are already on the register must reapply if they wish to remain registered.

Please forward applications to:
 Temporary Work Register, Human Services Unit, Department of Justice and Community Safety,
 PO Box 921 Civic Square ACT 2608.
 ACT Government Terms and conditions apply.

Registers close: 29 March 2001

EMERGENCY SERVICES BUREAU

**Department of Justice and Community Safety
 Emergency Service Bureau
 HRMS**

Administrative Service Officer Class 4
\$36,945 to \$40,113 Canberra (PN.03824)

Closing date: 29th March 2001
 Duties: Provide advice to employees and managers in relation to OH & S issues within legislative requirements, provide reports for management, active involvement in agency OH & S committee meetings, introduce health and safety programs, assist in less complex case management.

EMPLOYMENT (Continued)

Note: Selection may be based on applications and referee reports and interviews may not be conducted. Applications not addressing the selection criteria will not be considered.

Contact Officer: Lyndal Dunn (02) 62078422
 Selection documentation may be obtained from Phil Evers (02) 62078412
 Apply: 13
 CC: 148-9007-16846

ACT WORKCOVER

ACT WorkCover is the ACT's regulatory and advisory body primarily delivering services to improve workplace safety, improve dangerous goods management and ensure workers' compensation compliance.
 We are seeking highly motivated people to work with us, to contribute to our strategic directions and be part of our continuous improvement processes to deliver the best advisory and regulatory services to the ACT community.

AIMS Database Section

Administrative Service Officer Class 4
\$36,945-\$40,113 New Position
Canberra

Closing Date: 29-Mar-01

Duties:

Provide support to the workers' compensation database team including data uploading, reporting and developing end users' manuals.

Note: This position may be subject to security assessment.

Contact Officer: Doug Davidson (02) 62050210
 Selection documentation may be obtained from Margaret Firth (02) 62050333
 or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34

CC: 148-9020 17088

AIMS Database Section

Administrative Service Officer Class 6
\$44,504-\$51,121 New Position
Canberra

Closing Date: 29-Mar-01

Duties:

Undertake strategic analysis of workers' compensation database including the use of computer based reporting tools.

Other requirements / Qualifications

Tertiary qualifications in a relevant field would be an advantage.

Note: This position may be subject to security assessment.

Contact Officer: Doug Davidson (02) 62050210
 Selection documentation may be obtained from Margaret Firth (02) 62050333
 or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34

CC: 148-9020 17088

AIMS Database Section

Senior Officer Grade C
\$56,346-\$60,755 PN 42135
Canberra

Closing Date: 29-Mar-01

Duties:

Manage the implementation of the AIMS Database for workers' compensation including the day to day management and operation of the database team.

Other requirements / Qualifications

Tertiary qualifications in a relevant field would be an advantage.

Note: This position may be subject to security assessment.

Contact Officer: Phil Ulrich (02) 62050317
 Selection documentation may be obtained from Margaret Firth (02) 62050333
 or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34

CC: 148-9020 17088

Workers' Compensation Compliance Section

Administrative Service Officer Class 6
\$44,504-\$51,121 PN 43533
Canberra

Closing Date: 29-Mar-01

Duties:

Assist the Nominal Insurer and the Manager of the ACT Workers' Compensation Supplementation Fund in the management of workers' compensation claims including the raising of levies and refunds.

Other requirements / Qualifications

Relevant tertiary qualifications would be an advantage.

Note: This position may be subject to security assessment.

Contact Officer: Jocelyn Plovits (02) 62071700
 Selection documentation may be obtained from Margaret Firth (02) 62050333
 or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34

CC: 148-9020 17088

EMPLOYMENT (Continued)

Worker's Compensation Compliance Section

Senior Officer Grade B
\$66,577-\$74,949 PN 25019
Canberra

Closing Date: 29-Mar-01

Duties:

Strategically deliver outcomes for ACT WorkCover in the area of workers compensation including: Provide strategic advice to senior management on workers compensation issues and trends; Manage the operations of the Workers Compensation Section; and Provide high level stakeholder management.

Other requirements / Qualifications: Relevant tertiary qualifications would be an advantage.

Note: This position may be subject to security assessment. This position is available for temporary filling for the period 21 May 2001 until 21 November 2001.

Contact Officer: Jocelyn Plovits (02) 62071700
 Selection documentation may be obtained from Margaret Firth (02) 62050333

or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

CC: 148-9020 17088

Occupational Health and Safety and Dangerous Goods Section

Senior Officer(Technical) Grade C
\$56,346-\$60,755 PN Several
Canberra

Closing Date: 29-Mar-01

Duties:

Manage a team of OHS, dangerous goods and gas inspectors. As an inspector, improve workplace safety through advice, inspections, audits, investigations and compliance and where appropriate prepare briefs for prosecutions.

Other requirements / Qualifications A diploma or equivalent qualifications or experience in OH&S or related discipline essential.

Knowledge of the principles of OH&S legislation required. Knowledge of dangerous goods transport, storage and handling and/or construction industry an advantage.

Investigation skills desirable. Current drivers licence mandatory.

Note: Applications for these positions will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.

Contact Officer: Wayne Creaser (02) 62050735

Selection documentation may be obtained from Margaret Firth (02) 62050333

or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34
CC: 148-9020 17088

Education and Information Section

ASO4
\$36,945-\$40,113 PN 21216
Canberra

Closing Date: 29-Mar-01

Duties:

Highly motivated team leader required to manage and coordinate day to day activities of ACT WorkCover's busy Public Liaison Unit, including routine report preparation, dealing with more complex inquiries and continuous improvement of systems.

Other requirements / Qualifications

Working knowledge of occupational health and safety principles, microsoft products, administrative tracking systems and basic financial management would be an advantage.

Contact Officer: Louise Saals (02) 62073241
 Selection documentation may be obtained from Margaret Firth (02) 62050333

or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34
CC: 148-902017088

Office of the Commissioner for Occupational Health and Safety

Senior Officer Grade C
\$56,346-\$60,755 PN 22353
Canberra

Closing Date: 29-Mar-01

Duties:

Provide strategic advice and project support to the Commissioner on a range of legislative issues in the areas of Occupational Health and Safety, Dangerous Goods and Workers Compensation.

Other requirements / Qualifications

A diploma or equivalent qualifications or experience in OH&S or related discipline essential. Knowledge of the OH&S Act 1989 and other ACT OH&S legislation desirable.

Note: This position may be subject to security assessment.

Contact Officer: Jocelyn Plovits (02) 62071700
 Selection documentation may be obtained from Margaret Firth (02) 62050333

or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34
CC: 148-9020 17088

EMPLOYMENT (Continued)

DEPARTMENT OF URBAN SERVICES

**Policy Coordination Group
Road Transport Section**

**Senior Officer Grade B
\$66,577-\$74,949 PN 24713
Canberra**

Closing Date: 29-Mar-01

Duties:

Manage the regulatory framework for the management of road users in the ACT reflecting national reforms, local initiatives and Government policy. Other responsibilities include the activities of the Traffic Camera Office, the purchase of road user services, the provision of high quality advice to the Minister and senior executives and represent the ACT at national transport forums.

Other requirements / Qualifications

Extensive experience in the management of a complex regulatory framework in the transport or a related environment, and experience in developing legislation essential.

Contact Officer: David Quinlan (02) 62076190
Selection documentation may be obtained from Jean Butler (02) 62075547.

Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34

CC: 148-9023 16929

**Policy Coordination Group
Road Transport Section**

**Senior Officer Grade B
\$66,577-\$74,949 PN 21223
Canberra**

Closing Date: 29-Mar-01

Duties:

Manage the regulatory framework for the management of public transport in the ACT reflecting the proposed Road Transport legislation and Government policy. Other responsibilities include the management of the purchase arrangements and contracts for public transport, the provision of high quality advice to the Minister and senior executives and oversight of the units work program, budget and staff resources.

Other requirements / Qualifications

Extensive experience in the management of a complex regulatory framework in transport or a related environment, and experience in contract administration, highly desirable.

Contact Officer: David Quinlan (02) 62076190
Selection documentation may be obtained from Jean Butler (02) 62075547.

Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34

CC: 148-9023 16929

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

Administrative Service Officer Class 6

\$44,504-\$51,121 PN 13575

Canberra

Closing Date: 29-Mar-01

Duties:

The occupant of this position will be required to perform the full range of tasks (including the more complex tasks) of the work program of the Land Management Section including providing expertise in the area of unit title legislation, processes, and assist with associated policy development. The occupant will also be required to provide associated reports and related correspondence of a high order for various bodies, including other areas of government, administrative tribunals, the courts, the public and industry.

The position requires a strong focus on customer service, project management and timely delivery of quality outcomes. Good judgement and high level liaison, co-ordination, communication and analytical skills are important, as is a commitment to achieving agreed priorities.

The Officer will at times be required to act as team leader for particular projects and will frequently be expected to develop a coordinated Government position on particular applications and/or policy or procedural issues. Supervision and training of more junior staff will be part of the role.

Other requirements / Qualifications

Qualifications or experience in land management, administrative law, urban planning, or related disciplines highly desirable.

Contact Officer: Stephen Wallace on (02) 6207 1979 or stephen.wallace@act.gov.au
Selection documentation may be obtained from linda.southwell@act.gov.au or from the recruitment home page:

<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34

CC: 148-9020 17776

EMPLOYMENT (Continued)

**Operations Group
Information Planning and Services Branch
Geographic Information Management Unit**

**Senior Officer Grade B
PN 22121
Canberra**

Closing Date: 29-Mar-01

Manager, Geographic Information Management Unit

This position is available on a fixed term contract for 2-3 years

Duties:

An opportunity exists in Information Planning & Services for a highly skilled and motivated person with exceptional skills in complex policy development and information management particularly in relation to geographic data and systems.

This is an excellent opportunity to become a member of an innovative and trend setting team of people involved in cutting edge technology and to further develop your skills in this field.

Remuneration

A yearly salary range at the SOG B level of \$66,577 to \$74,949
Generous Superannuation (valued at approximately 14% of salary).

Eligibility/other requirements: Tertiary qualifications in Business, Science or a related discipline and extensive experience in policy development highly desirable.

Job specific inquiries should be directed to John Thwaite on (02) 620 76168 or john.thwaite@act.gov.au

Selection documentation may be obtained from Melissa De Waard on (02) 6207 6331 or melissa.dewaard@act.gov.au

or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34
CC: 148-9016 16920

DIRECTOR OF PUBLIC PROSECUTIONS

Applications are invited from suitably experienced staff to join the ACT Office of the Director of Public Prosecutions.

**Temporary Vacancy
(for approximately 14 months)**

**ACT Director of Public Prosecutions
ASO 5 \$41,207- 45,247
Canberra (PN 4209)**

Closing date: 30 March 2001

Duties:

Manage the day to day operations of the legal support unit.
Be responsible for training and development of staff.
Maintain systems and provide statistical reports to management.
Liaise with AFP, Courts and Victims of Crime Coordinator on the development of procedures and systems to ensure the provision of an efficient legal support system.
Provide advice and assistance to management on issues in relation to legal support services.

Contact Officer: Catherine Zaal (02) 6247 3800
Selection documentation may be obtained from Neil Goldfinch (02) 6247 3800
Apply: 05
CC: 148-9012-16905

DEPARTMENT OF TREASURY

Procurement Policy

**Administrative Service Officer Class 5,
(PN: 55692), \$41,207-\$43,694p.a
Closing Date: 29 March 2001
Canberra**

Duties: Provide administrative support to the Procurement Policy Unit and to the Government Procurement Board. Under general direction conduct research and assist with the development of policy papers on procurement issues.

Contact Officer/Selection documentation Bill Mitchell (02)62070222 and is also available from
<http://www.act.gov.au/recruitment/tiindex.asp>

Please note that applications will not be acknowledged

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9042-20868

EMPLOYMENT (Continued)

Appointments

THE CANBERRA HOSPITAL

Professional Officer Class 1 \$30,276-42,475

Ross Bevan: 762-87845, Section 68, 21/2/01
 CC: 148-9010-16875 (2714)

**Administrative Service Officer Class 2
 \$28,391-31,483**

Dianne Musial: 755-61777, Section 68, 5/3/01
 CC: 148-9010-16875 (1731)

ACT COMMUNITY CARE

Registered Nurse Level 1 \$32,341 - \$41,913

Teresa Vaughan: 740-99744,
 Section 68 (1) & 70 (1), 22 February 2001
 CC: 148-9009-18269

Registered Nurse Level 2 \$43,278 - \$46,013

Elizabeth Bancroft: 741-02456,
 Section 68 (1) & 70 (1), 27 February 2001
 CC: 148-9009-17798

ACTION

**General Service Officer Level 6 (Bus Operator)
 (part time) \$40638**

W Brown: AGS No 765-49016, Section 68,
 21.3.01
 CC: 148-9027-17791

**General Service Officer Level 2 (part-time)
 \$26,812-27,925**

K Hallas: AGS No 609-11949, Section 68, 5.2.01
 CC: 148-9027-17791

**General Service Officer Level 5 (part-time)
 \$29,179-30,899**

J Buckley: AGS No 765-48953, Section 68,
 5.2.01
 CC: 148-9027-17791

**General Service Officer Level 5 (part-time)
 \$29,179-30,899**

S Shoesmith: AGS No 609-12554,
 Section 68, 5.2.01
 CC: 148-9027-17791

**General Service Officer Level 5 (part-time)
 \$29,179-30,899**

M Spencer: AGS No 608-19875, Section 68,
 5.2.01
 CC: 148-9027-17791

**General Service Officer Level 2 (Part-time)
 \$26,812-27,925**

J Stewart: AGS No 609-02807, Section 68,
 5.2.01
 CC: 148-9027-17791

General Service Officer Level 5 \$29,179-30,899

J Davis: AGS No 765-48996, Section 68, 5.2.01
 CC: 148-9027-17791

General Service Officer Level 5 \$29,179-30,899

E Bowen: AGS No 765-48988, Section 68, 5.2.01
 CC: 148-9027-17791

**General Service Office Level 5 (part-time)
 \$29,179-30,899**

M Reid: AGS No 609-02866, Section 68, 5.2.01
 CC: 148-9027-17791

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

School Assistant 2 \$24747-27442

Patricia Dorothy Coughlan: 736-37299,
 Section 68(1), 26 February 2001
 CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

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

Rowena Cornwell: 736-92036, Section 68/70,
 1/3/01
 CC: 148-9012-17345

**Graduate Administrative Assistant
 \$25,115 – 32,271**

Belinda Duffy: 765-87063, Section 68/70, 5/2/01
 CC: 148-9012-16898

EMERGENCY SERVICES BUREAU

Paramedic Ambulance Officer (37060)

Patrick Joseph Cotter, 754-04640,
 Section 68 & 70), 5 March 2001
 CC. 148-9007-16846

DEPARTMENT OF URBAN SERVICES

Irene Griffiths AGS NO 504-16514
 Senior Officer Grade A \$77,322p.a
 Infrastructure and Asset Management
 1 March 2001
 CC: 148-9042-17578

Senior Professional Officer Grade A \$77,322
 Lesley Cameron AGS Number 767 83136.
 Section 68(1) 05-Mar-01

CC: 148-9020 17776

Transfer

ACT COMMUNITY CARE

Rebecca Ryan: 735-13210

From: Family Services Worker Level 1
 \$36,945 - \$43,694
 Dept of Education and Community Services
 To: Professional Officer Class 1 \$30,695 -
 \$43,063
 Disability Program ACT Community Care,
 Canberra (PN.28383) (11 January 2001)
 CC: 148-9009-16861

EMPLOYMENT (Continued)

EMERGENCY SERVICES BUREAU

K Allen

From: ASO 5 Position No.12724
To: Position No 12625.

DEPARTMENT OF URBAN SERVICES

Lara Zambelli AGS Number 748 53807.

From: Administrative Service Officer Class 3
 \$33,147-\$35,744.

Land Use South

To: Administrative Service Officer Class 3
 \$33,310-\$35,950.

Environment ACT PN 3373.

Gazette Number Gazette Date 15/03/2001.

CC: 148-9028 16937

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**', 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

EMPLOYMENT (Continued)

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 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

EMPLOYMENT (Continued)

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.

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.

EMPLOYMENT (Continued)

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**.

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, HOUSING AND COMMUNITY CARE

Population Health Division Health Protection Service Environmental Health

Susan Leonard: 608-14620

From: General Service Officer Level 3
\$25713-29741

Department Health, Housing and Community Care

To: Professional Officer Class 1 \$31034-43539
Health Protection Service, Department Health, Housing and Community Care, Canberra (PN. 29642) (No.5, 1/2/01)

CC: 148-9011-16943

Central Office Financial Management and Support Services Financial Management

Huong Lan Tran 760-74495

From: Administrative Service Officer Class 4
\$36,945-40,113

ACT Department of Treasury

To: Administrative Service Officer Class 6 DoH
\$44,503-51,121

Financial Management, ACT Department of Health, Housing and Community Care (PN: 23903)

(ACT Gov Gazette No 5 of 1 February 2001)

CC: 148-9011-17925

EMPLOYMENT (Continued)

**Central Office
Community Health and Housing
Housing Policy and Planning**

Jennifer Nadine Farley 741-20101

From: Graduate Administrative Assistant - DoH
\$25,115-32,271

ACT Department of Health, Housing and
Community Care

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

Housing Policy and Planning, ACT Department
of Health, Housing and Community Care (01829)

Duties: Under general direction undertake a variety of coordination and support tasks which include: participating in a program of research and analysis of housing policies and related issues; assisting with liaison and consultation with the public, other government agencies and community organisations; coordination of reports and responses to the Executive, ACT Government Agencies and Commonwealth Agencies; and overseeing Group administrative activities.

Note: This promotion is made under Section 83 of the *Public Sector Management Act 1994*. It is an appealable promotion as the promotion is to a non-advertised vacancy. Any suitably qualified ACTPS Officer may therefore appeal this promotion.

CC: 148-9011-17913

CHIEF MINISTER'S DEPARTMENT

**Public Sector
Management Group**

V. Zanetti AGS No: 735-15099

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 (55653)

Chief Minister's Department
19 October 2000

All appeal applications should be addressed to:

Convenor of the Appeal Panel

PO Box 749

Civic Square ACT 2608

CC: 148-9031-16949

**ACT Information Services
Canberra Connect**

A. Summerell AGS No: 715-96120

Administrative Service Officer Class 3,
\$33,147-\$35,774p.a

Chief Minister's Department

To: Administrative Service Officer Class 4
\$36,945-\$40,113p.a

Shopfront Services,

Chief Minister's Department

18 January 2001

Note: This position was advertised under
Department of Urban Services

All appeal applications should be addressed to:

Convenor of the Appeal Panel

PO Box 749

Civic Square ACT 2608

CC: 148-9031-19558

Karl Antony Phillips AGS NO 757-48742

Senior Officer Grade A \$77,321p.a

Corporate Finance,

Chief Minister's Department

6 March 2001

CC: 148-9031-17429

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES**

**Office of Training and Adult Education Branch
New Apprenticeships and Innovation Unit**

Victoria Margaret Isobel Gibbons: 713-03746

From: Administrative Service Officer Class 3
\$33147-35774

Department of Education and Community
Services

To: Administrative Service Officer Class 4
\$36945-40113

Office of Training and Adult Education,
Department of Education and Community

Services, Canberra

(PN. 175) (No 1, 4 January 2001)

CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY

Canberra Institute of Technology

Education Delivery

Faculty of Design

Parkin, Eileen: 029-24864

From: Advanced Skills Teacher \$54,001.00
Education Planning and Quality

To: Teacher Band 2 \$62,155.00

Visual and Performing Arts, Canberra (PN.
51853)

(Gazette No.PS 49, 7 December 2000)

Corrigenda

Lake Tuggeranong College

Glenda Crick: 026-92098, 15 February 2001

(Page number 189)

Promotion is to position 2745

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

EMPLOYMENT (Continued)

- 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
- 0 Resource Advisor, Business Services
Bureau, Department of Health, Housing
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 Recruitment Officer, Central Office,
(Level 2 North Building) Department of
Health, Housing 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.
- 0 Recruitment/Executive Officer
Community and Health Services
Complaints Commissioner's Office, GPO
Box 1321, Canberra ACT 2601.
- 0 The Recruitment Officer
Faculty of Communication and
Community Services
Canberra Institute of Technology
GPO Box 826
Canberra City ACT 2601

GAZETTE INFORMATION

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>Surveyors Act 1967</i>	Appointment of David Jeffrey Dobson as Chief Surveyor for a period not exceeding six months.	No. 33 of 2001
<i>Health Promotion Act 1995</i>	Appointment of Jeremy Lasek to be a member of the ACT Health Promotion Board.	No. 34 of 2001
<i>Cemeteries Act 1933</i>	Appointment of trustees of the Canberra Public Cemeteries Trust.	No. 35 of 2001

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 Belconnen.	No. R9/01 of 2001
<i>Public Roads Act 1902 (NSW)</i>	Notification of road closure – District of Paddys River.	No. R10/01 of 2001
<i>Public Roads Act 1902 (NSW)</i>	Notice of intention to close parts of public roads – Division of Wanniasa.	No. R11/01 of 2001
<i>Public Roads Act 1902 (NSW)</i>	Notice of declaration of a public road – District of Majura.	No. R12/01 of 2001

GAZETTE INFORMATION (Continued)

Environment ACT

Environment Protection Act 1997

Application for an Environmental Authorisation

Notice is hereby given that under Section 48 of the *Environment Protection Act 1997*, environmental authorisations to conduct activities have been received from the organisations set out below:

Organisation	Brief Description of Activity	Location
Integrated Forest Products Pty Ltd	Manufacture & distribution of timber products	Tralee St. Hume

Under Section 48(1) of the *Environment Protection Act 1997*, any person who wishes to make a written submission to the Environment Management Authority concerning the above application may do so by COB 5 April 2001. Submissions should be addressed to:

Environment Management Authority, PO Box 144, Lyneham ACT 2602

Environmental Authorisation

Notice is hereby given that under Section 49 of the *Environment Protection Act 1997*, an environmental authorisation to conduct activities has been granted to the organisation set out below:

Organisation	Brief Description of Activity	Location
ACT Centenary of Federation Committee John Hull	Outdoor Concert Use of CFCs and HCFCs	Block 1 Section 56 Parkes Loureiro St Conder ACT

Annual Review of Environmental Authorisations

Notice is hereby given that the following environmental authorisations have been reviewed under Section 57 of the *Environment Protection Act 1997* (the Act) and the Environment Management Authority decided not to take any action under the Act in respect of these authorisations.

Organisation	Brief Description of Activity	Location
Thiess Services Pty Ltd	Commercial Landfill	Mugga Lane

Copies of the application and authorisation documents may be obtained from the Environment Management Authority by telephoning the Environment ACT Helpline on (02) 6207 9777 or at Level 2, South Wing, Macarthur House, Wattle Street Lyneham ACT.

Dated the 9th day of March 2001
Environment Management Authority

GAZETTE INFORMATION (Continued)**AUSTRALIAN CAPITAL TERRITORY****LAND (PLANNING AND ENVIRONMENT) ACT 1991****NOTICE**

The ACT Executive, pursuant to paragraph 26(1)(a) of the *Land (Planning and Environment) Act 1991*:

- **approved on 12 December 2000 Variation to the Territory Plan No.140 entitled Existing Produce Market Sites at Greenway Section 2 Block 5 and Belconnen Section 31 Block 5.**

In accordance with subsection 29(1) of the *Land (Planning and Environment) Act 1991*:

- Plan Variation No.140 was tabled before the Legislative Assembly and had not been disallowed or deemed to be disallowed as at 6 March 2001.

Now therefore pursuant to subsection 29(6) of the *Land (Planning and Environment) Act 1991*, I specify that the date of commencement of Variation No.140 to the Territory Plan will be 15 March 2001.

Copies of Variation No.140 to the Territory Plan:

- are available for inspection at libraries of the ACT Government Library Service at Belconnen, Civic, Dickson, Erindale, Kingston, Kippax, Tuggeranong and Woden during normal opening hours;
- are available free of charge at the Shopfront, Dame Pattie Menzies House, 16 Challis Street, Dickson during normal office hours; and
- are available for inspection on the PALM Website at:
<http://www.palm.act.gov.au/tplan>

Brendan Smyth

Deputy Chief Minister and
Minister for Urban Services

GAZETTE INFORMATION (Continued)

AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) ACT 1991

NOTICE

The ACT Executive, pursuant to paragraph 26(1)(a) of the *Land (Planning and Environment) Act 1991*:

- **approved on 6 February 2001 Variation to the Territory Plan No.159 entitled Heritage Places Register – Albert Hall Yarralumla.**

In accordance with subsection 29(1) of the *Land (Planning and Environment) Act 1991*:

- Plan Variation No.159 was tabled before the Legislative Assembly and had not been disallowed or deemed to be disallowed as at 7 March 2001.

Now therefore pursuant to subsection 29(6) of the *Land (Planning and Environment) Act 1991*, I specify that the date of commencement of Variation No.159 to the Territory Plan will be 15 March 2001.

Copies of Variation No.159 to the Territory Plan:

- are available for inspection at libraries of the ACT Government Library Service at Belconnen, Civic, Dickson, Erindale, Kingston, Kippax, Tuggeranong and Woden during normal opening hours;
- are available free of charge at the Shopfront, Dame Pattie Menzies House, 16 Challis Street, Dickson during normal office hours; and
- are available for inspection on the PALM Website at:
<http://www.palm.act.gov.au/tplan>

Brendan Smyth

Deputy Chief Minister and
Minister for Urban Services

PRIVATE NOTICES

AUSTRALIAN CAPITAL TERRITORY

NATURE CONSERVATION ACT 1980

FLORA AND FAUNA COMMITTEE - APPOINTMENT OF NEW MEMBERS

Pursuant to subsection 15E (1) of the *Nature Conservation Act 1980*, I appoint:

Dr Rosemary Purdie
Dr Will Osborne
Dr Geoff Clarke
Dr Richard Norris
Dr Penny Olsen
Dr Chris Tidemann
Dr Suzanne Prober

to be members of the Flora and Fauna Committee until 15 February 2004.

Dated the 28 day of February 2001

Brendan Smyth
Minister for Urban Services

PRIVATE NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

NATURE CONSERVATION ACT 1980

**FLORA AND FAUNA COMMITTEE - APPOINTMENT OF CHAIRPERSON AND DEPUTY
CHAIRPERSON**

Pursuant to subsection 15F(1) of the *Nature Conservation Act 1980*, I appoint:

Dr Rosemary Purdie

to be Chairperson and I appoint

Dr Will Osborne

to be Deputy Chairperson of the Flora and Fauna Committee until 15 February 2004.

Dated the 28 day of February 2001

Brendan Smyth
Minister for Urban Services

PRIVATE NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

NATURE CONSERVATION ACT 1980

FLORA AND FAUNA COMMITTEE - APPOINTMENT OF A MEMBER

EXPLANATORY STATEMENT

The *Nature Conservation Act 1980* calls for the establishment of the Flora and Fauna Committee.

Section 15E (1) of the Act provides that the Minister shall appoint seven members, two of whom shall not be public servants.

The members must have appropriate expertise in biodiversity or ecology, and will hold office as a part-time member for a period not exceeding three years.

Section 15F (1) of the Act provides that the Minister shall appoint from the members a Chairperson and a Deputy Chairperson, who shall not be public servants.

