



Australian Capital Territory

Gazette

No. 19, Thursday 10 May, 2001

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

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

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

Purchasing and Subscriptions

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

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EMPLOYMENT

ACT Public Service

General Information

Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

- an officer of the Australian Public Service (APS) applying for appointment (see section 115 of the Act)
 - a former officer of the APS or ACTPS who has resigned, if:
 - * they resigned to rear a child, after taking at least three months maternity or parental leave; and
 - * they resigned within two years of the date of birth of the child for which the period of maternity leave was granted;
 - * the position for which they are applying is advertised in the gazette within six years from the date of the birth of the child for which the maternity or parental leave was granted; and
 - * they have a statement from the relevant Chief Executive of the details of their resignation which was obtained at the time of resignation;
 - an 'officer' of an approved organisation listed in Standard 4, Part 6, Mobility with Approved Organisations, employed on other than a temporary basis, applying for appointment;
 - a temporary employee who has been employed by the ACTPS in one job for six months continuously, may apply for appointment to an advertised vacancy:
 - * if still employed in that temporary job;
- and
- * the six months eligibility period is reached before the applications close.

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

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

The consideration of the excess officer(s) should be a genuine assessment of whether the officer is suitable for the vacancy, including

with reasonable training, and should be conducted in a manner demonstrably similar to that which would apply to other officers if no excess officer had applied.

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

Vacancies

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

**Population Health Division
Office of the Chief Health Officer
Clinical Quality Unit**

**Administration Service Officer Class 6
\$44,503 - \$51,121, Canberra (PN. 27588)**

Closing date: 24 May 2001

Duties: Education Officer

The Clinical Quality Unit is responsible for developing and coordinating strategies to improve and enhance the quality and safety of health care in the ACT. We are currently seeking an experienced and appropriately qualified person to manage the education strategy to achieve the implementation of an adverse event monitoring system across the whole of the ACT Health portfolio. The successful applicant will be responsible for the education of clinicians, managers, allied health professionals, consumers and other agencies to secure project outcomes.

Are you a person who is innovative, enjoys the challenge of managing change and has an understanding of the ACT Health System? This is an opportunity for you to be involved in an exciting new development in health care and to contribute to the safety and quality of health care for all ACT Consumers.

Eligibility/other requirements: Qualifications in education and experience in health services desired.

Note: This position is temporary full time position for 6 months. The position may be made available for job sharing if suitable applicants were successful.

Contact Officer: Ellen O'Keeffe (02) 6205 1966
Selection documentation may be obtained from
Cathie McIntosh (02) 6205 1710
Apply: 20
CC: 148-9011-16943

EMPLOYMENT (Continued)**Population Health Division
Health Protection Service
Environmental Health****Technical Officer Level 2 \$32,682 – 38,245,
Canberra (PN. 22019)
Expected Vacancy**

Closing date: 24 May 2001

Duties: Vacancy exists within the Environmental Health Section undertaking routine monitoring within the public and environmental health area.

Eligibility/other requirements: Successful applicant will need to be substantially advanced in undertaking an Australian Institute of Environmental Health accredited Bachelor Degree in Environmental Health.

Note: Position is a temporary vacancy until April 2002.

Contact Officer: John Woollard (02) 6205 1722
Selection documentation may be obtained from Cathie McIntosh (02) 6205 1710
Apply: 20
CC: 148-9011-16889**THE CANBERRA HOSPITAL****Mental Health Services****SENIOR PROFESSIONAL OFFICER GRADE C,
NEUROPSYCHOLOGIST \$54,969 - \$59,270,
CANBERRA (PN. 25829)**Closing date: 24th May 2001

Duties: ACT Mental Health Services is presently seeking to employ a qualified and experienced Clinical Neuropsychologist. The position constitutes an important niche within a progressive service provision framework. The opportunity exists to function in both an educative and clinical role within a broad network of Psychologists and other clinical service providers. It is envisaged that the incumbent will have the additional opportunity of engaging in personal research and providing advice to this services research unit.

Eligibility/other requirements: Masters Degree in Clinical Neuropsychology; Clinical Psychology or Neuropsychology; full registration or eligibility for full registration with the ACT Psychologists Registration Board.

Contact Officer: David Dennis (02) 6205 1551
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580
Apply: 16
CC: (2267)**Mental Health Services
Tuggeranong Mental Health****Professional Officer Class 2 / Registered Nurse
Level 3, \$43,416 - \$48,520 / \$47,581 - \$50,648,
Canberra (PN TBA)**Closing date: 24th May 2001

Duties: Undertake assessment, treatment and case management of clients with moderate to severe acute and long-term mental illness; provide clinical expertise in regard to specific discipline skills within the multidisciplinary team reviews of clients; develop and maintain liaison, consultation and education with other agencies, families and carers.

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.

Please Note: PO2 73:30 hours per fortnight / RN3 40:00 hours per fortnight

Contact Officer: Paul Whyte (02) 6205 2777
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580
Apply: 16
CC: (2222)**Mental Health Services
Child and Adolescent Mental Health Services
CALCAM****PO1 / PO2 / RN2 / RN3 \$30,276-\$42,475 /
\$43,416-\$48,520 / \$43,150-\$45,877 / \$47,581-
\$50,648, Canberra (PN. 3 positions)**Closing date: 24th May 2001

Child and Adolescent Mental Health Services (CAMHS) in collaboration with Calvary Health Care, are seeking persons to staff CALCAM, a six to eight client unit, for young people in the ACT region who may require intensive psychiatric support and care.

Duties: Undertake to develop and perform group and individual therapies with adolescents with moderate to severe mental illnesses. Develop treatment plans in cooperation with adolescents and their families / carers that reflect the individual needs of the young person; provide clinical expertise with regard to specific discipline skills within the multidisciplinary team in relation to case presentations and case reviews.

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

Note: Successful applicants will be employed initially for a period of six months to participate in the CALCAM pilot study.

Contact Officer: Merrie Carling (02) 6205 1469
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580
Apply: 16
CC: (2271)

EMPLOYMENT (Continued)

**Medical SMT
Gastroenterology**

**Administrative Service Officer Class 2
\$28,391-\$31,483, Canberra (PN. 23786)**

Closing date: 24 May 2001

Duties: The Gastroenterology Department provides outpatient and day procedure services to the ACT Community. In addition, the Department facilitates the training of clinical staff and conducts research on various aspects of gastrointestinal disease.

The Department of Gastroenterology is seeking a highly motivated person to provide administrative support to a multidisciplinary clinical team.

The successful person will be required to provide high quality reception and typing services to the Department. Proven keyboard and computer skills and an extensive knowledge of medical terminology will be essential.

Applicants interested in Full Time or Part Time hours will be considered.

Note: All applicants are asked to provide two written referee reports addressing the selection criteria with their applications. Late applications will not be accepted. Interviews are expected to take place in the week beginning 28 May 2001.

Contact Officer: Marion Dean (02) 6244 3603
Selection documentation may be obtained from Human Resource Management Group (02) 6244 2257
Apply: 16
CC: 1731

**Medical Imaging
Administration**

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

Closing date: 24th May 2001

Duties: Provide accounting support to the Medical Imaging Department as directed, including the preparation of journals, transaction and costing analyses, data base manipulation, maintenance of finance schedules. Manage internal billing processes on behalf of the Department. Prepare financial and statistical reports for Medical Imaging for internal management purposes and external reporting. Assist senior managers in the preparation and monitoring of annual budgets. Eligibility/other requirements: Tertiary qualification in Accounting with eligibility for ASCPA or ICA membership, or substantial progress in a relevant course of study. Knowledge of financial issues specific to the health industry generally and diagnostic imaging in particular, eg; the application of the Commonwealth Medicare Benefits Schedule.

Contact Officer: Jennie Baker (02) 6244 2214
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 4168
Apply: 16
CC: (2711)

ACT COMMUNITY CARE

**ACT Community Care
Disability Program**

**Disability Support Officer Level 1
\$27,437 - \$28,536, Canberra
Several Permanent Full Time, Part Time &
Casual Positions**

(Penalty payments increase the base income, salary will be pro rata on hours worked)

Closing date: 25 May 2001

Do you want an interesting and stimulating career? By becoming a Disability Support Officer you can provide direct day to day support to people with a wide range of disabilities. Opportunities exist for you to work with both adults and children with disabilities.

To be successful you will need to demonstrate your understanding of and ability to promote the valued status of people with disabilities. You will also need to have respect for the individual rights and dignity of people with a disability. If you can demonstrate that you have experience in a similar role or that you have the potential to develop relevant skills, you will be considered for appointment.

Eligibility: A current First Aid Level 1 Certificate and current drivers's licence are essential. Note: These positions are located in Canberra.

To obtain an application kit please call (02) 6205 0971 (Answering Machine)
Apply: 21
CC: 148-9009-16861

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

**Registered Nurse Level 3 \$47,722-\$50,799
Canberra (PN. 27181 & 27384 temporary
vacancies)**

Closing date: 24 May 2001

The Child, Youth & Women's Health Program is calling for applications from suitably qualified registered nurses for two temporary positions for Clinical Nurse Consultants in Maternal and Child Health Nursing.

The CNC's will provide support and guidance in the achievement of quality clinical nursing practice that supports best practice in nursing and health outcomes for the ACT Community. Eligibility: Demonstrated primary health care nursing experience and expertise, with relevant qualifications. Practices in accordance with validated professional practice competencies and professional codes of conduct and ethics for nurses. Registration with the Nurses Board of the ACT or eligible for registration, with current drivers licence.

EMPLOYMENT (Continued)

For further information please contact Carmel McQuellin (02) 6205 0892
 Selection documentation can be obtained from Gayle Harding (02) 6205 51197
 Apply: 21
 CC: 148-9009-16857

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

**Registered Nurses Level 1
 \$32,341 - \$41,913 PA
 Registered Nurses Level 2
 \$43,278 - \$46,013 PA**

**(Salary packaging with FBT exemption under PBI conditions is available to permanent staff)
 Several positions available
 Permanent temporary and casual
 Full-time and part-time**

Closing date: 24 May 2001
 An exciting career opportunity exists in the Child, Youth and Women's Health Program which is the major provider of primary health services for children, youth and their families of the ACT community. Applications are called from registered nurses with relevant primary health care nursing experience to work within a multidisciplinary team of the Program to provide evidence based direct clinical care that supports best practice health outcomes for clients.
 Applications are sought from suitably qualified registered nurses for positions as Maternal and Child Health Nurses and Youth Health Nurses.
 Eligibility: Demonstrated primary health care nursing experience in maternal and child health or youth health nursing practice, with relevant qualifications. Registration with the Nurses Board of ACT or eligibility for registration and a current driver's licence is essential.

For further information contact Sue Matthews (02) 6205 1575
 Selection documentation is available from Gayle Harding (02) 6205 1197
 Apply: 21
 CC: 148-9009-16857

**ACT Community Care
 Community Rehabilitation Program
 Professional Officer Class 1 \$30,366 - \$42,601,
 Canberra (PN. 27252 temporary vacancy)
 Remedial Therapy**

Closing date: 17 May 2001
 The Community Rehabilitation Program is seeking applications from suitably qualified persons for a full-time temporary position working at the remedial gymnasium and in hydrotherapy at The Canberra Hospital. Experience in working with clients in a post acute setting or with a disability is essential.

Eligibility/other requirements: Mandatory qualifications apply.
 Note: Temporary vacancy from asap to 31 August 2001

Contact Officer: Gerda Caunt (02) 6205 1496
 Selection documentation may be obtained from Lynne Mcnamara (02) 6244 2855
 Apply: 21
 CC: 148-9009-18269

CALVARY HOSPITAL INC.

**Medical Services
 Nutrition**

**Calvary Service Officer 5 \$ 28,539 - \$30,021,
 Canberra (PN. 8342)**

Closing date: 17 May 2001
 Duties: Under the direction of a Dietitian co-ordinate and operate the menu distribution service and co-ordinate the operation of the special diet service.
 Eligibility/other requirements:
 Note: TTY 6201 6127

Contact Officer: Keryn Kahl (02) 6201 6072
 Selection documentation may be obtained from (02) 6201 6072
 Apply: 07
 CC: 148-9094-17781

**Medical Services
 Medical Imaging**

**Calvary Administrative Officer 2
 \$28,475 - \$31,576, Canberra (PN. 8159, 9046)**

Closing date: 17 May 2001
 Duties: Provide a range of administrative support and reception functions, including typing complex medical reports from dictaphone.
 Eligibility/other requirements:
 Note: TTY 6201 6127

Contact Officer: Peter Pamphilon (02) 6201 6141
 Selection documentation may be obtained from (02) 6201 6141
 Apply: 07
 CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

The InTACT Group

**ADMINISTRATIVE SERVICE OFFICER CLASS 6
 PN 14278
 PERMANENT
 SALARY \$44,503 to \$51,121
 LOCATION: CALLAM OFFICES, WODEN, ACT
 Applications Close:
 24 May 2001**

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

EMPLOYMENT (Continued)

Position Description

This position is responsible for the creation, preparation and maintenance of accurate and up-to-date technical and procedural documentation for Service Delivery and its availability on InTACT's intranet. Conversion of data to web-ready format is required. The position will assist the Help Desk administrator in the running of the Customer Support Centre. This position will also assist in managing warranty and 3rd party support, RAPS administration, Clarify administration, and HRMS administration. Contact Officer's name and telephone number for queries regarding position: Colin Parkinson on (02) 62074267 or via the InTACT web site www.intact.act.gov.au Selection Documentation may be obtained from Chris Hastir on (02) 62077722

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Information for applicants including duty statements and 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. Applications may also be sent via email to: decs.employment@act.gov.au

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

All teacher level 2, 3 and 4 promotions and transfers are for a maximum of six years, except for central office-based positions which require a teaching qualification, where the tenure is three years.

Sport and Corporate Resources Division Information Management Branch IT Applications Section

Information Technology Officer 2 \$44504 - \$51121, Canberra (PN. 33191)

Closing date: 24 May 2001
Duties: Under limited direction be involved in the development of in-house departmental client server applications. A good knowledge of Visual Basic, SQL Server and Microsoft development products is required.

Contact Officer: Hilda Viljoen (02) 6205 5407
Selection documentation may be obtained from Lyn Jordan (02) 6205 5407
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Gold Creek School

Teacher Level 3, Deputy Principal \$59,700 - \$65,730, Canberra (PN. 4037)

Closing date: 24 May 2001
Duties: Gold Creek School is a government K-10 school in the Gungahlin region of the ACT. The K-10 school has a population this year of 1080 students across two sites. The Primary Site (K-5) works closely with a Catholic school and shares facilities. The school is looking to appoint a dynamic, innovative person. This person will have the key responsibility to provide leadership of the school's curriculum (K-10) within an integrated, outcomes-based context. The successful applicant will be committed to the values of public education.

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

Note: Previous applicants need to re-apply.

Contact Officer: Dr Bill Maiden (02) 6205 1814
Selection documentation may be obtained from The Contact Officer (02) 6205 1814
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

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

Senior Professional Officer Grade C \$56,347 - \$60,755, Canberra (PN. Several)

Closing date: 24 May 2001
Duties: Seeking dynamic and experienced people to be responsible for Intake and Family Work, Family Work or Children on Orders Teams in a regional setting. The successful applicants will maximise performance and potential of staff through regular performance reviews and appropriate development activities
Eligibility/other requirements: Tertiary qualifications in social work or psychology which provide full eligibility for membership of the Australian Association of Social Workers, or registration with the Psychologist's Board (ACT) or state equivalent.

Note: This position has an attractive remuneration package, the terms and conditions of which will be regulated under an Australian Workplace Agreement.

Contact Officer: Janet Feldtmann (02) 6207 1088
Selection documentation may be obtained from the Contact Officer (02) 6207 1088
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

EMPLOYMENT (Continued)**Children's Youth and Family Services Division
Family Services Branch
Child Protection Services Section****Senior Professional Officer Grade A - Manager
\$77,322, Canberra (PN.3847)**

Closing date: 24 May 2001

Duties: Seeking a highly dynamic and experienced person to be responsible for leadership in the provision of statutory child protection service delivery and policy for the ACT. The successful applicant will have a high level of professional credibility, a thorough understanding of contemporary child and family welfare practice, and substantial senior level experience in a diverse and politically sensitive organisation.

Eligibility/other requirements: Tertiary qualifications in social work or psychology which provide full eligibility for membership of the Australian Association of Social Workers, or registration with the Psychologist's Board (ACT) or state equivalent.

Note: This position has an attractive remuneration package, the terms and conditions of which will be regulated under an Australian Workplace Agreement.

Contact Officer: Janet Feldtmann (02) 6207 1088
Selection documentation may be obtained from the Contact Officer (02) 6207 1088

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

**Children's Youth and Family Services Division
Family Services Branch
Child Protection Service Section****Senior Professional Officer Class B
\$66,577 - \$74,949, Canberra (PN.3849 & 3851)**

Closing date: 24 May 2001

Duties: Seeking dynamic and creative managers to be responsible for regional statutory child protection service delivery. The successful applicants will be highly respected professionals, have a thorough understanding of statutory child protection service delivery, and have team building and leadership skills of a high order.

Eligibility/other requirements: Tertiary qualifications in social work or psychology which provide full eligibility for membership of the Australian Association of Social Workers, or registration with the Psychologist's Board (ACT) or state equivalent.

Note: This position has an attractive remuneration package, the terms and conditions of which will be regulated under an Australian Workplace Agreement.

Contact Officer: Janet Feldtmann (02) 6207 1088
Selection documentation may be obtained from the Contact Officer (02) 6207 1088

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

**Children's Youth and Family Services Division
Family Services Branch
Child Protection Service Section****Administrative Service Officer Class 6
\$44,503 - \$51,121, Canberra (PN.3884)**

Closing date: 24 May 2001

Duties: Seeking a motivated person to assist the Manager Service Development in the provision of funding to the non-government sector in family support and substitute care. The successful applicant will be required to implement financial management policies, proposals, strategies, systems and procedures and provide secretariat support as required.

Contact Officer: Janet Feldtmann (02) 6207 1088
Selection documentation may be obtained from the Contact Officer (02) 6207 1088

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

**Children's Youth and Family Services Division
Family Services Branch
Child Protection Service Section****Senior Professional Officer Grade C
\$56,347-60,755, Canberra (PN.2320)**

Closing date: 24 May 2001

Duties: Seeking a dynamic and experienced person to provide support to the Manager Child Protection Services in the development, implementation and evaluation of policy and programs. The successful applicant will also be responsible for the After Hours Service. Eligibility/other requirements: A relevant tertiary qualification in social work or psychology. Eligibility for full membership of the Australian Association of Social Workers or registration with the ACT Psychologist's Registration Board.

Note: This position has an attractive remuneration package, the terms and conditions of which will be regulated under an Australian Workplace Agreement.

Contact Officer: Janet Feldtmann (02) 6207 1088
Selection documentation may be obtained from the Contact Officer (02) 6207 1088

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

EMPLOYMENT (Continued)

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

Professional Officer Class 2 \$44,504 - \$51,121, Canberra (PN.11534)

Closing date: 24 May 2001

Duties: Seeking a motivated professional to assist in the development, implementation and evaluation of policy and programs for child protection service delivery. The successful applicant will also be required to provide consultation, coaching and mentoring to staff and students.

Eligibility/other requirements: Eligibility for full membership of the Australian Association of Social Workers or registration with the Psychologist's Board (ACT) or state equivalent.

Contact Officer: Janet Feldtmann (02) 6207 1088

Selection documentation may be obtained from the Contact Officer (02) 6207 1088

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

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

**Family Services Worker Level 1
\$36,945-\$43,694, Canberra (PN. Several)**

Closing date: 24 May 2001

Duties: These positions provide direct statutory child protection service delivery in a regional setting.

Note: Seeking motivated people for temporary and permanent expected vacancies in the provision of direct statutory child protection services.

Eligibility/other requirements: Tertiary qualifications would be an advantage.

Contact Officer: Janet Feldtmann (02) 6207 1088

Selection documentation may be obtained from the Contact Officer (02) 6207 1088

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

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

**Administrative Service Officer Class 6
\$44,503 - \$51,121, Canberra (PN.32830)**

Closing date: 24 May 2001

Duties: Seeking a motivated person to assist the Manager Prevention and Education in the management of information collection, maintenance and reporting. The successful applicant will be required to provide user support for branch computer information systems including training, implement information management policies, strategies and provide secretariat support as required.

Contact Officer: Janet Feldtmann (02) 6207 1088

Selection documentation may be obtained from the Contact Officer (02) 6207 1088

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

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

**Administrative Service Officer Class 6
\$44,503 - \$51,121, Canberra (PN.421)**

Closing date: 24 May 2001

Duties: Seeking a motivated person to assist the Manager Service Development in the management of substitute care and family support contracts with non-government agencies. The successful applicant will be required to monitor standards and levels of service provision, and demonstrate research skills.

Contact Officer: Janet Feldtmann (02) 6207 1088

Selection documentation may be obtained from the Contact Officer (02) 6207 1088

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

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

**Administrative Service Officer Class 2
\$29,102 - \$32,271, Canberra (PN.3886 & 3887)**

Closing date: 24 May 2001

Duties: Seeking enthusiastic people to perform duties as a member of an administration team in a regional setting. The successful applicants will be required to have significant contact with the organisations customers.

Contact Officer: Janet Feldtmann (02) 6207 1088

Selection documentation may be obtained from the Contact Officer (02) 6207 1088

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

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

Senior Professional Officer Grade C or Senior Officer Grade C \$56,347 - \$60,755, Canberra (PN.3852)

Closing date: 31 May 2001

Duties: Seeking a dynamic and experienced person to be responsible for the Indigenous Unit in providing ACT wide and Commonwealth territory statutory child protection service delivery. The successful applicant will be required to work with individuals, families, agencies and communities in the provision of this service.

EMPLOYMENT (Continued)

Eligibility/other requirements: If Senior Professional Officer Grade C: Eligibility for full membership of the Australian Association of Social Workers or registration with the Psychologist's Board (ACT) or state equivalent. If Senior Officer Grade C: Relevant tertiary qualification in the social/behavioural sciences would be an advantage.

Note: This is an indigenous identified position.

Note: This position has an attractive remuneration package, the terms and conditions of which will be regulated under an Australian Workplace Agreement.

Contact Officer: Janet Feldtmann (02) 6207 1088
Selection documentation may be obtained from the Contact Officer (02) 6207 1088

Apply: 12 or via email:
decs.employment@act.gov.au

CC: 148-9013-16917

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

**Administrative Service Officer Class 6 or
Professional Officer Class 2 \$44,503 - \$51,121,
Canberra (PN.33702)**

Closing date: 31 May 2001

Duties: Seeking a motivated person to provide direct statutory child protection services to Indigenous children and families. The successful applicant will also be required to provide mentoring and support to all Family Services staff.

Eligibility/other requirements: If Professional Officer Class 2: Eligibility for full membership of the Australian Association of Social Workers or registration with the Psychologist's Board (ACT) or state equivalent.

If Administrative Service Officer Class 6: Relevant Tertiary qualifications in the social/behavioural sciences would be an advantage.

Note: This is an indigenous identified position.

Contact Officer: Janet Feldtmann (02) 6207 1088
Selection documentation may be obtained from the Contact officer (02) 6207 1088

Apply: 12 or via email:
decs.employment@act.gov.au

CC: 148-9013-16917

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

**Family Services Worker Level 1
\$36,945-\$43,694, Canberra (PN. Several)**

Closing date: 31 May 2001

Duties: Seeking motivated people for temporary and permanent expected vacancies. These

positions provide direct statutory child protection service delivery in a regional setting. Eligibility/other requirements: The successful applicants will have a tertiary qualification and progression past the second increment will require eligibility for membership of the Australian Association of Social Workers or full registration with the ACT Psychology Registration Board or other state equivalent.

Contact Officer: Janet Feldtmann (02) 6207 1088
Selection documentation may be obtained from the Contact Officer (02) 6207 1088

Apply: 12 or via email:
decs.employment@act.gov.au

CC: 148-9013-16917

**Sport and Corporate Resources Division
Information Management Branch
IT Applications Section**

**Information Technology Officer Class 2
\$44,504 – 51,121, Canberra (PN. 2488, expected
vacancy)**

Closing date: 24 May 2001

Duties: Under limited direction be involved in the development of in-house departmental client server applications.

Eligibility/other requirements: A good knowledge of Visual Basic, SQL Server and Microsoft development products is required.

Contact Officer: Hilda Viljoen (02) 6205 5407
Selection documentation may be obtained from Lyn Jordon (02) 6205 5407

Apply: 12 or via email:
decs.employment@act.gov.au

CC: 148-9013-16917

Lake Tuggeranong College

**Administrative Service Officer Class 6
\$44 504 - 51 121, Canberra (PN. 33795)**

Closing date: 24 May 2001

Duties: Under minimal supervision provide high level support to the Principal relating to the administration and management of Lake Tuggeranong College. Manage finances including preparation of budgets etc in accordance with departmental and College policies. Arrange contracts and develop and implement a cyclic maintenance plan. Supervise and lead administrative staff.

Contact Officer: John See (02) 6205 6222
Selection documentation may be obtained from Megan Barker (02) 6205 6222

Apply: 12 or via email:
decs.employment@act.gov.au

CC: 148-9013-16917

EMPLOYMENT (Continued)**Narrabundah College****Administrative Service Officer Class 6
\$44,504 – \$51,121, Canberra (PN. 32749)**

Closing date: 24 May 2001
Duties: Under limited direction, provide high level of support to the Principal in developing policies and procedures relating to the administration and School Based Management of Narrabundah College, the International Baccalaureate and French Baccalaureate programs, the Skills Centre and the "Shed" full service schools program.

Contact Officer: Helen Strauch (02) 6205 6999
Selection documentation may be obtained from Marilyn Wust (02) 6205 6999
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Gilmore Primary School**Administrative Service Officer Class 4
\$36,945 - \$40,113, Canberra (PN. 10401,
expected vacancy)**

Closing date: 24 May 2001
Duties: Manage all of the school's administrative and financial systems. Assist in the preparation of budgets; prepare estimates, financial returns and conduct regular expenditure reviews against approved allocations and prepare statements/returns to show trends.

Contact Officer: Erika Parkinson (02) 6205 7844
Selection documentation may be obtained from the Contact Officer (02) 6205 7844
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Sport and Corporate Resources Division
Information Management Branch
Information Technology Applications Section****Senior Information Technology Officer Grade C
\$56347 - \$60755, Canberra (PN. 14496)**

Closing date: 24 May 2001
Duties: Under limited direction be responsible for the development, maintenance, implementation and documentation of the department's schools administration system – MAZE. Participate in the development of in-house client server applications. A good knowledge of the MAZE development tool, Visual Basic, SQL Server and Microsoft development products is required.

Note: This position has an attractive remuneration package, the terms and conditions of which will be regulated under an Australian Workplace Agreement.

Contact Officer: Hilda Viljoen (02) 6205 5407
Selection documentation may be obtained from Lyn Jordan (02) 6205 6928
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Sport and Corporate Resources Division
Information Management Branch
Information Technology Applications Section****Information Technology Officer Class 1
\$35,774-\$40,904, Canberra
(PN. 255, expected vacancy)**

Closing date: 24 May 2001
Duties: Join a small team of enthusiastic developers in developing and maintaining in-house client server applications. Experience or good knowledge of Visual Basics, SQL server and Microsoft development products is required.

Contact Officer: Hilda Viljoen (02) 6205 5407
Selection documentation may be obtained from Lyn Jordan (02) 6205 6928
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Holt Primary School**School Assistant 2, School Secretary
\$24,747-\$27,442, Canberra (PN. 1318)**

Closing date: 24 May 2001
Duties: The School Secretary assumes responsibility for: administrative typing including the preparation of the weekly newsletter; clerical and reception duties; photocopying; receiving, storing and distributing school supplies; reporting on maintenance needs; assisting with arranging for repairs/replacements.

Contact Officer: Mike Payne (02) 6205 7722
Selection documentation may be obtained from Jan Drever (02) 6205 7722
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Theodore Primary School**School Assistant 2, General Assistant
\$24,747-\$27,442, Canberra (PN. 745)**

Closing date: 24 May 2001
Duties: Provide substantial support to the teaching and administrative staff throughout the school in the following areas: assist in the library with tasks associated with the computer system, cataloguing, accessioning, stocktaking and organisation as required.

Contact Officer: Ross Butlin (02) 6205 7399
Selection documentation may be obtained from Denise Schmidt (02) 6205 7399
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

EMPLOYMENT (Continued)

Canberra High School

School Assistant 2, \$24,747-\$27,442, Canberra (PN.1363)

Closing date: 24 May 2001
 Duties: Perform general duties in the school under supervision, including: routine clerical and receptionist duties, keyboard duties and use of office machines/equipment including computer, word processor, switchboard and facsimile, photocopy, maintain school files, receive, store and distribute school supplies.

Contact Officer: Margaret Price (02) 6205 7005
 Selection documentation may be obtained from Contact Officer (02) 6205 7005
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Kaleen Primary School

School Assistant 2, School Secretary \$24,747-\$27,442, Canberra (PN. 31155)

Closing date: 24 May 2001
 Duties: Perform general duties in the school under supervision, such as: reception/public relations; word processing; student record keeping; switchboard operation; information technology; act as agent for the Collector of Official Public Monies; and assist with maintenance of school accounting records.

Contact Officer: Barbara Watson (02) 620 55888
 Selection documentation may be obtained from the Contact Officer (02) 620 55888
 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

CANBERRA INSTITUTE OF TECHNOLOGY

Division of Learning Services Student Services Yurauna Centre

Teacher Band 1 \$35,425 - \$48,350, Canberra (PN. 51218)

Closing date: 24 May 2001
Duties: CIT Yurauna Centre invites applications from Indigenous Australian teachers who are interested in providing educational support to Indigenous parents to assist in their children's education. The teacher will work in collaboration with ACT school education sectors in planning the project, maintaining records and reporting on outcomes of the program. Duties of the position will include designing, developing and presenting workshops. The position is being funded by the National Indigenous English Literacy and Numeracy Strategy.

Eligibility/other requirements: Appropriate tertiary qualification relevant to the position and at least 3 years relevant vocational/educational experience or possess such other qualifications and/or experience acceptable for the position.

Note: This position is an Indigenous Australian identified position. This position is for temporary employment or temporary transfer from July 2001 for a period of three years.

Contact Officer: Donna Christie (02) 6207 3134
Selection documentation may be obtained from Maggie Stanke (02) 6207 3138
 Apply: 11
 CC: 148-9024-18549

Division of Learning Services Education Development Centre

Teacher Band 2 EDS \$62,155, Canberra (PN. 51784)

Closing date: 24 May 2001
Duties: National project manager for the Flexible Learning Leaders project which is part of the Flexible Learning 2001 Strategy funded by ANTA. The project manager will be required to provide professional leadership to the project team, the participants and the Project Steering Committee and to ensure that the outcomes of the project are achieved within budget in a timely, efficient and effective manner.

Eligibility/other requirements: Degree of Diploma in Adult Education or equivalent studies. Three years experience in CIT or similar environment. Preference will be given to applicants with expertise and experience in flexible learning and on line learning.

Note: This position is for temporary employment or temporary transfer for 6 months with the possibility of extension and will be interviewed by a Joint Selection Committee, therefore is not subject to appeals.

Contact Officer: Trixie van Leeuwen (02) 6207 4957
Selection documentation may be obtained from Julia Nimmo (02) 6207 4956
 Apply: 11
 CC: 148-9024-18549

EMERGENCY SERVICES BUREAU

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 applications should be sent to:
 The Recruitment Officer
 PO Box 104
 CURTIN ACT 2605

EMPLOYMENT (Continued)

**Department of Justice & Community Safety
Emergency Services Bureau,
ACT Ambulance Service**

**Temporary Position for up to Six Months
Ambulance Communications Officer
\$32,682-\$37,616 (+ penalties),
Canberra (PN. 21999)**

Closing date: 21st May 2001

The ACT Ambulance Service is tasked with providing routine and emergency pre-hospital paramedical care for the Nation's Capital.

Duties: Receive and prioritise requests for Ambulance Services. Coordinate deployment and response of appropriate available resources. Provide life support intervention advice. Shiftwork is a requirement.

Eligibility: Associate Diploma of Health Science (Ambulance Officer) or equivalent. Current ACT Drivers CA licence or equivalent.

Contact Officer: Craig Hooper (02) 6207 8340
Selection documentation may be obtained from Phil Evers (02) 6207 8412
Apply: 13
CC: 148-9007-16846

**Emergency Services Bureau
Corporate Services
Human Resources**

Position Number 29013

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

Closing date: 24th May 2001

Duties: Manage the operations of the Emergency Service Bureau's Personnel Service, including Payroll, Compensation, Case Management, Personnel records, Recruitment and OH & S. Provide technical advice to the Bureau. Interpret Legislation, Awards and Standards. Ensure a high level of customer commitment. Represent the Bureau at internal and external forums. Develop and implement strategies addressing EEO, OH & S and ID for the Bureau.

Eligibility/other requirements: Experience with Perspect or similar automated HRM system would be an advantage.

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: Peter Macdonald
(02) 6207 8410
Selection documentation may be obtained from Phil Evers (02) 6207 8412
Apply: 13
CC: 148-9007-16846

The ACT Ambulance Service is seeking applications for positions as Intensive Care Ambulance Paramedics (Salary Range: \$43,722- \$50,323, including penalties) expected various positions

The ACT Ambulance Service (ACTAS) is seeking applications from suitably qualified Intensive Care Paramedics for employment in the ACT. Mandatory qualifications include an Associate Diploma of Health Science (or equivalent) and a current ACT Drivers Licence (or equivalent). A qualification from an Australian Ambulance Service at Intensive Care Paramedic level is mandatory. Applicants are expected to have demonstrated skills in clinical care, teamwork and leadership, commitment to professional development and an ability to work with minimal, or no, supervision.

For more information, visit:
<http://www.esb.act.gov.au/as/as.htm>
Manager, Human Resources
ACT Ambulance Service
PO Box 104
Curtin ACT 2605
(02) 6207 8340

The ACT Ambulance Service is seeking applications from interested Qualified Ambulance Officers to take part in an intensive, Q.A.O. to Intensive Care Paramedic Conversion Course (Salary Range: \$43,722- \$48,733, including penalties) Various Positions Applications Close: 23 May 2001

The ACT Ambulance Service (ACTAS) is seeking applications from suitably qualified Ambulance Officers to undertake a conversion course to qualify as Intensive Care Paramedic. Mandatory qualifications include an Associate Diploma of Health Science (or equivalent) and a current ACT Drivers Licence (or equivalent). A qualification from an Australian Ambulance Service at a specific clinical level, as outlined in the information package, is highly preferred. Applicants are expected to have demonstrated skills in clinical care, teamwork and leadership, commitment to professional development and an ability to work with minimal, or no, supervision. Specific entry requirements for this course are outlined in the information package.

Successful applicants will commence the course in early August 2001.
For more information, visit:
<http://www.esb.act.gov.au/as/as.htm>
Manager, Clinical Support
ACT Ambulance Service
PO Box 104
Curtin ACT 2605
(02) 6207 9996

EMPLOYMENT (Continued)**Emergency Services Bureau****Temporary Register**

Applications are invited for:

**INCLUSION IN THE GENERAL CLERICAL
TEMPORARY REGISTER FOR EMERGENCY
SERVICES BUREAU AS PART OF THE
DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY.**

The Register is used to select staff for positions which are temporarily vacant for periods of up to 12 months or to undertake special projects on a short term basis. Any person with general clerical or administrative skills may apply. Particular interest is held for those with Payroll experience (PERSPECT or other mainframe systems) and Finance experience (ORACLE or other mainframe systems). All previous applicants must reapply. The register remains valid for 12 months from date of advertising. Applications with a current curriculum vitae should be addressed to:

The Recruitment Officer
PO Box 104 CURTIN ACT 2605
Applications close 23 May 2001
Contact Officer Phi Evers (02) 6207 8412.

DEPARTMENT OF URBAN SERVICES

**Operations Group
Procurement and Projects Branch
Business Support Section**

Administrative Service Officer Class 6

\$45,152-\$51,671 PN 27745

Canberra

Closing Date: 24-May-01

Duties:

Implement existing Branch policies, formulate new policy. Drive change management in the Branch, coordinate strategic planning activities. Promote, monitor and report on Business Planning outputs and measures.

Other requirements / Qualifications

Appropriate tertiary qualifications and/or experience. High level of proficiency in the Microsoft suite of products including Access and/or Lotus Approach.

Contact Officer: Ian Dunn (02) 6207 5455 or ian.dunn@act.gov.au

Selection documentation may be obtained from Jodi Hamilton (02) 6207 7100 or jodi.hamilton@act.gov.au

Or from the recruitment home page:
[http://www.act.gov.au/urbanservices/
recruit.html](http://www.act.gov.au/urbanservices/recruit.html)

Apply Code: 34

CC: 148-9015 20686

Environment ACT**Parks and Conservation Service****General Service Officer Level 8**

\$35,703-\$37,801 PN Several

Canberra

Closing Date: 24-May-01

Duties:

Coordinate and supervise the activities of employees and others engaged in natural, cultural and rural resource management issues within the District. Develop operational work programs and setting of work priorities, provide input into preparing work programs, including pest management, estimates and budgets.

Other requirements / Qualifications

Current C class drivers licence, current Senior First Aid Certificate and the preparedness to wear a uniform.

Contact Officer: Geoff Webb (02) 6207 2900
Selection documentation may be obtained from George Dumetz (02) 6207 2262.

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

Or from the recruitment home page:
[http://www.act.gov.au/urbanservices/
recruit.html](http://www.act.gov.au/urbanservices/recruit.html)

Apply Code: 34

CC: 148-9028 16937

Environment ACT**Environment Protection****Professional Officer Class 1**

\$31,187-\$43,753 PN 13962

Canberra

Closing Date: 17-May-01

Duties:

Assist in the administration of legislative requirements relating to environment protection, liaison with other State/Territory law agencies involved in the collection and transport of hazardous materials and provide advice on the classification and disposal of hazardous materials, including ozone depleting substances.

Other requirements / Qualifications

Tertiary qualification in science or a related field.

Notes: This position is available for temporary filling for a period of up to 6 months.

Contact Officer and Selection documentation:

David Power (02) 6207 5311 or david.power@act.gov.au

Or from the recruitment home page:
[http://www.act.gov.au/urbanservices/
recruit.html](http://www.act.gov.au/urbanservices/recruit.html)

Apply Code: 34

CC: 148-9028 16937

EMPLOYMENT (Continued)

DEPARTMENT OF TREASURY

The ACT Department of Treasury is looking for qualified applicants with enthusiasm and initiative. Successful applicants will join a team of highly motivated professionals, committed to the continued improvement of financial management for the benefit of the ACT Community.

The ACT Department of Treasury will provide successful applicants with an opportunity to work at a strategic level with direct involvement in a diverse range of contemporary accounting and economic issues.

**Economic Management
Senior Officer Grade C (Several)
Salary Range: \$56,346-\$72,349p.a**

Applications are sought from people with extensive experience in financial and economic policy issues. The successful applicants will be able to demonstrate strong policy skills and/or high level quantitative skills.

Note: Salary point is negotiable under an Australian Workplace Agreement depending on qualifications, experience and specialist skills.
Qualifications/other requirement: Tertiary qualifications in economics or other related disciplines desirable.

**Contact Officer: David Butt (02) 6207 5904
Les Andrews (02) 6207 0284**

Selection Criteria: David Riddell on (02) 6207 6413 and is also available from the following Internet address:

www.act.gov.au/recruitment/tiindex.asp

Apply: 35 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-17253

**Administrative Service Officer Class 6 (Several)
Salary: \$44,503-\$51,121p.a**

The position requires a highly motivated person to undertake research and provide policy advice on financial and economic issues including, National Competition and other microeconomic reform. The successful applicant will be able to demonstrate analytical capacity and/or other quantitative skills.

Qualifications/other requirement: Tertiary qualifications desirable.

Contact Officer: David Butt (02) 6207 5904

Selection Criteria: David Riddell on (02) 6207 6413 and is also available from the following Internet address:

www.act.gov.au/recruitment/tiindex.asp

Apply: 35 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-17253

**Revenue Management
Administrative Service Officer Class 6,
(PN: 42997)
Salary Range: \$44,503-\$51,121p.a
Closing Date: 24 May 2001
Canberra**

Duties: As a member of a small team, or individually, undertake a range of operational and administrative tasks associated with the work of the Section. Research and review assessments that are subject of objections from taxpayers and make recommendations based on relevant facts, evidence and law.

Note: Selection for this position may be based on applications and referee reports and may not include an interview.

Contact Officer/Selection documentation: Robert Lewis (02) 6207 0127 and is also available from

<http://www.act.gov.au/recruitment/tiindex.asp>

Please note that applications will not be acknowledged

Apply: 35 or via email:
recruitment.officer@act.gov.au
CC: 148-9042-17176

**Finance and Investment Group
Superannuation Unit
Administrative Service Officer Class 5,
(PN: 12579)**

**Salary Range: \$41,207-\$43,694p.a
Closing Date: 24 May 2001
Canberra**

Duties: provide project support for all areas within the Finance and Investment Group. Co-ordinate the activities of the Finance and Investment Advisory Board, including provision of administrative and secretarial services.

Contact Officer/Selection documentation David Riddell (02) 6207 6413 and is also available from

<http://www.act.gov.au/recruitment/tiindex.asp>

Please note that applications will not be acknowledged

Apply: 35 or via email:
recruitment.officer@act.gov.au
CC: 148-9042-17176

Appointments

**DEPARTMENT OF HEALTH, HOUSING AND
COMMUNITY CARE**

Senior Officer Grade B \$66,577 - \$74,948
Melissa Jane Burton, 741-18482 Section 68
4 June 2001
(Advertised ACT Gazette No.11, 15 March 2001)
CC: 148-9011-16888

Professional Officer Class 1 \$31,034-\$43,539
Elena Yudina: 741-18490, Section 68,
30 April 2001
CC: 148-9011-16889

EMPLOYMENT (Continued)

ACT COMMUNITY CARE

Registered Nurse Level 1 \$32,341 - \$41,913
 Jocelyn Murphy: 741-03352, Section 68 and 70(1), 26 April 2001
 CC: 148-9009-17798

Administrative Service Officer Class 4 \$36,149 - \$39,249
 Brenda Wiggott: 740-94636, Section 68 and 70(1), 30 April 2001
 CC: 148-9009-16857

CHIEF MINISTER'S DEPARTMENT

Business ACT
Maurice Downing AGS NO 757-47723
 Senior Officer Grade B (Manager)
 Chief Minister's Department
 Section 68 27 April 2001
 CC: 148-9031-17299

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Building Service Officer 1 \$26,613-\$27,344
 Wayne Edward Saunders: 761-21263,
 Section 68(1), 30 April 2001
 CC: 148-9013-16917

Administrative Service Officer Class 6 \$44,504-\$51,121
 Frederick Charles Flanagan: 742-53385,
 Section 68(1), 24 April 2001
 CC: 148-9013-16917

School Assistant 2 \$24,747-\$27,442
 Margaret Mary Appleton: 755-81217,
 Section 68(1), 01 May 2001
 CC: 148-9013-16917

Family Service Worker Level 1 \$36,945-\$43,694
 Sharee Elizabeth McCormack: 766-14041,
 Section 68(1), 01 May 2001
 CC: 148-9013-16917

Family Service Worker Level 1 \$36,945-\$43,694
 Lyndall Joy Ellis: 766-14412, Section 68(1),
 01 May 2001
 CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Service Officer Class 3 \$33,147 - 35,774
 Anthony Friend: 765-87215, Section 68/70,
 27/4/01
 CC: 148-9012-16915

EMERGENCY SERVICES BUREAU

Administrative Service Officer Class 2 \$29,102-\$32,271
 Christine Kwiatkowski: 754-0637, Finance
 Section, Emergency Service Bureau, 26th April
 2001
 CC: 148-9007-16846
Paramedic Ambulance Officer - \$37,060
 Jennifer Jansson, 754-04720, (Section 68 & 70),
 ACT Ambulance Service 30th April 2001
 CC: 148-9007-16846

Transfer

ACT COMMUNITY CARE

Tieka Dotter: 756-32694
 From: Registered Nurse Level 1 \$32,245 - \$41,789
 The Canberra Hospital
 To: Registered Nurse Level 1 \$32,341 - \$41,913
 Integrated Health Care Program ACT Community
 Care, Canberra (PN.28293) (1 February 2001)
 CC: 148-9009-17798

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 (Continued)

employment under the officers' mobility provisions in section 115 of the Act, or you are still covered by the provisions of the repealed Officers' Rights Declaration Act. However, you may only appeal if the position applied for is higher than the last position you held in the ACTPS or APS.

YOU CAN NOT APPEAL WHEN:

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

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

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

ADVICE TO POTENTIAL APPELLANTS

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

GROUND OF APPEAL

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

EFFICIENCY

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

(2) For the purpose of forming an opinion as to the most efficient of the officers concerned, the Committee shall have regard to:

- (a) the abilities, qualifications, experience, standard of work performance and personal qualities of each officer, to the extent that the Committee considers that those matters are relevant to the performance of the duties of the office; and
- (b) if and only if the Chief Executive who made the promotion has indicated that, for the purpose of forming an opinion under section 83, the Chief Executive had regard

to the potential of officers for further career developments in the Service, or the ability of officers to perform the duties of other offices in the Department of the same or equal classification-that matter.

- (3) A reference in subsection (2) to the abilities, qualifications, experience, standard of work performance and personal qualities, potential for further career development in the Service, or ability to perform the duties of other offices in a Department is, in relation to an officer who is a returned soldier or who is or has been absent on specified defence service, a reference to the abilities, qualifications, experience, standard of work performance, personal qualities, potential for future career development in the Service, or ability to perform the duties of the offices concerned that, in the opinion of the Committee, the officer would have had but for the absence of the officer on active service or on specified defence service.

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

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

- * available written reports and oral feedback explaining the selection, especially the comparison between you and the promotee.

The PAC will consider the appeal only on the basis of who is the **more efficient**. PACs should not be used as a forum to air grievances about 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);

EMPLOYMENT (Continued)

- Office/branch and department or agency; and
- AGS number.

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

WHEN TO LODGE APPEALS

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

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

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

WHERE TO LODGE APPEALS

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

ADVICE TO PROMOTEES AND APPELLANTS

All parties to an appeal are required to submit **written statements** supporting their case, to the MPC, within fourteen (14) days of the close of the appeal period, or by such other date as the MPC may determine.

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

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

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

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

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

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

CONTENT OF STATEMENTS

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

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

EMPLOYMENT (Continued)

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

PAC PROCEDURES

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

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

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

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

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

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

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

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

SUPERVISORS/REFEREES

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

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

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

B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

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

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

EMPLOYMENT (Continued)

(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

**Central Office
Business Service Bureau
Financial Services
Accounts Payable**

Sharon Purchase 747-04158

From: Administrative Service Officer Class 2
\$29,102-\$32,271 DH
Business Service Bureau, ACT Department of Health, Housing and Community Care
To: Administrative Service Officer Class 3
\$33,147-\$35,774
Accounts Payable, Financial Services, Business Services Bureau ACT Department of Health, Housing and Community Care Canberra (PN: 23073) (ACT Gazette No 7, Thursday 15 February 2001)

CC: 148-9011-17916

**Central Office
Health Strategies & Acute Services
Health Services Planning**

Mirka Smith 761-05079

From: APS Level 4 \$38,872-\$40,973
Commonwealth Department of the Treasury, Australian Bureau of Statistics
To: Administrative Services Officer Class 6
\$44,503-\$51,121
Health Services Planning Health, Housing and Community Care Canberra (PN: 23900)
(ACT Gazette No. 11, 15 March 2001)

CC: 148-9011-16888

**Population Health Division
Health Protection Service
Environmental Health**

Andrew Kaye: 608-14612

From: Professional Officer Class 1
\$31,034-\$43,539
ACT Department of Health, Housing and Community Care
To: Professional Officer Class 2
\$44,503-\$49,736
Health Protection Service, ACT Department of Health, Housing and Community Care, Canberra (PN. 29635) (No. 12, 22/3/01)

CC: 148-9011-16889

THE CANBERRA HOSPITAL

**Executive
Corporate Services
The Canberra Hospital**

Dorena Chynoweth: 260-53506

From: Administrative Service Officer Class 4
\$36,042-\$39,132
Executive
To: Administrative Service Officer Class 5
\$40,200-\$42,626
Corporate Services Executive, Canberra (PN. 20007) (15/3/01)

CC: (1111)

**Financial Accounting & Budgets
Corporate Services
The Canberra Hospital**

Fiona Nairn: 739-84338

From: Administrative Service Officer Class 6
\$43,416-\$49,872
Pathology
To: Dagger Senior Officer Grade C
\$54,969-\$59,270
Corporate Services Financial Accounting & Budgets, Canberra (PN. 23992) (5/4/01)

CC: 1321

**Women's and Children's Health SMT
Nursing Branch
The Canberra Hospital**

Grace Hatherly: 261-27536

From: Registered Nurse Level 1 \$32,245 - \$41,789
Women's and Children's Health SMT
To: Registered Nurse Level 2 \$43,150 - \$45,877
Women's and Children's Health SMT, Nursing Branch Canberra (PN. 22556) (19/10/01)
Note: This position is identical to position number 22474 & 22481 which were advertised on 19/10/01.

EMPLOYMENT (Continued)

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

School Curriculum and Assessment Branch Non Government Schools Office Section

Daniel Paul Dwyer – 729-18283

From: Administrative Service Officer Class 3
\$33,147-\$35,774
Department of Education and Community Services
To: Administrative Service Officer Class 6
\$44,504-\$51,121
Non Government Schools Office, Department of Education and Community Services, Canberra (PN. 119) (PS 7, 15 February 2001)
CC: 148-9013-16917

Wanniassa School

Marilyn Ball Dotter: 704-67669

From: School Assistant 2 \$24,747-\$27,442
Department of Education and Community Services
To: Administrative Service Officer Class 3
\$33,147-\$35,774
Wanniassa School, Department of Education and Community Services, Canberra (PN. 32748) (No 11, 15 March 2001)
CC: 148-9013-16917

The Canberra College

Virginia Margaret Pederick – 026-91861
From: Teacher Level 2 \$56,100
ACT Department of Education and Community Services
To: † Teacher Level 3 \$59,700-\$62,100
The Canberra College, Department of Education and Community Services, Canberra (PN. 4133) (No 9, 1 March 2001)
CC: 148-9013-16917

The Canberra College

John Ernest Stenhouse – 333-34963
From: Teacher Level 2 \$56,100
ACT Department of Education and Community Services
To: † Teacher Level 3 \$59,700-\$62,100
The Canberra College, Department of Education and Community Services, Canberra (PN. 4137) (No 9, 1 March 2001)
CC: 148-9013-16917

Koomarri School

Karin Wetselaar: 025-30603

From: Teacher Level 1 \$36,000-\$50,500
ACT Department of Education and Community Services
To: † Teacher Level 2 \$56,100
Koomarri School, Department of Education and Community Services, Canberra (PN. 32852) (No 7, 15 February 2001)
CC: 148-9013-16917

Education and Training Division Schools Directorate Branch Student Participation Section

Sandra May Parker: 033-39472

From: Teacher Level 1 \$36,000-\$50,500
ACT Department of Education and Community Services
To: † Teacher Level 2 \$56,100
Student Participation Section, Department of Education and Community Services, Canberra (PN. 2201) (No 7,15 February 2001)
CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

In accordance with the Department of Justice and Community Safety Certified Agreement 2000-2002, appeals against the Departments promotions must be lodged within 7 days of Gazettal, to the Appeals Officer, Human Services Unit, PO Box 921 Civic Square ACT 2608 or to Level 3 GIO House City Walk.

ACT Corrective Services Probation and Parole Unit

Naomi Buick: 537-04801

From: Administrative Service Officer Class 6
\$44,503 – \$51,121
Department of Justice and Community Safety
To: Senior Officer Grade C \$56,346 – \$60,755
Probation and Parole Unit, Canberra (PN. 11206) (No 2, 11/1/01)

CC: 148-9012-16898

Registrar-General's Office

Wendi Thompson: 527-37741

From: Administrative Service Officer Class 4
\$36,945 – \$40,113
Department of Justice and Community Safety
To: Administrative Service Officer Class 6
\$44,503 – \$51,121
Registrar-General's Office, Canberra (PN. 42525) (No 32 10/8/00)

CC: 148-9012-17189

EMERGENCY SERVICES BUREAU

In accordance with the Department of Justice and Community Safety Certified Agreement 2000-2002, appeals against the Department's promotions must be lodged to the Appeals Officer, Human Services Unit, PO Box 921 Civic Square ACT 2608 or to Level 3 GIO House City Walk.

EMPLOYMENT (Continued)

**Emergency Services Bureau
Corporate Administration
Finance Section**

Kevin Bannatyne: 332-89891
From: Administrative Service Officer Class 1
\$25,713- \$28,419
Emergency Services Bureau
To: Administrative Service Officer Class 2
\$29,102-\$32,271
Finance Section , Emergency Services Bureau,
(PN. 3816) (No. 210, 22 February 2001)
CC: 148-9007-16846

DEPARTMENT OF URBAN SERVICES

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

**Operations Group
City Operations Branch
Anthony Le Mesurier AGS Number 261 30487.**
From General Service Officer Level 9
\$38,564-\$43,753
CityScope Services Section
To: Administrative Service Officer Class 6
\$44,723-\$51,373
CityScope Services Section
PN 25860 **Gazette** 23-Nov-00

Note: This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is non-appellable.
CC: 148-9015 17777

**Operations Group
City Operations Branch
Glenn Tomlinson AGS Number 537 54869.**
From Administrative Service Officer Class 4
\$37,127-\$40,310
Urban Ranger and Approval Services Section
To: Administrative Service Officer Class 5
\$41,410-\$43,909
Urban Ranger and Approval Services Section
PN 13681 **Gazette** 05-Apr-01

Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.

Corrigenda

CANBERRA INSTITUTE OF TECHNOLOGY

**Division of Corporate Services
Human Resources Unit
Personnel Services**
26 April 2001 (457)
The vacancy for Administrative Service Officer Class 4 Canberra (PN. 54698) was advertised with the incorrect Salary range. The Salary range should have read \$36,945 - \$40,113.
CC: 148-9024-17904

DEPARTMENT OF URBAN SERVICES

Steven Gannis AGS Number 767 83582.

The appointment date of the above officer notified in the Gazette of 3 May 2001 should read 17 April 2001.
CC: 148-9015 17719

ACT Public Service Index of addresses

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

EMPLOYMENT (Continued)

- 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.
- 36 Recruitment/Executive Officer
Community and Health Services
Complaints Commissioner's Office,
GPO Box 1321, Canberra ACT 2601.
- 37 The Recruitment Officer
Faculty of Communication and
Community Services
Canberra Institute of Technology
GPO Box 826
Canberra City ACT 2601

GAZETTE INFORMATION

ISSUE OF ACT SPECIAL GAZETTES

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

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

Gazette Number	Date	Title
S21	30 April	Instrument No. 87 of 2001 ~ <i>Land (Planning and Environment) Act 1991</i>
S22	1 May	Instrument No. 89 of 2001 ~ <i>Territory Superannuation Provision Protection Act 2000</i>
S23	3 May	Instrument No. 90 of 2001 ~ <i>Road Transport (General) Act 1999</i>

GOVERNMENT NOTICES

NOTIFICATION OF THE MAKING OF AN INSTRUMENT

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Associations Incorporation Act 1991</i>	Determination of Fees and Charges.	No. 86 of 2001
<i>Bookmakers Act 1985</i>	Operations of a Sports Betting Venue.	No. 88 of 2001
<i>Medical Practitioners Act 1930</i>	Determination of Fees.	No. 91 of 2001
<i>Public Place Names Act 1989</i>	In the Division of Narrabundah, revoke street name Roach Place and determine Mosman Place, in its stead.	No. 92 of 2001
<i>Utilities Act 2000</i>	Declaration under Subsection 18(1).	No. 93 of 2001
<i>Utilities Act 2000</i>	Declaration under Subsection 18(4).	No. 94 of 2001
<i>Road Transport (General) Act 1999</i>	Revocation and Appointment of Nominal Defendant.	No. 95 of 2001

GOVERNMENT NOTICES (Continued)

NOTIFICATION OF THE MAKING OF A SUBORDINATE LAW

NOTICE is hereby given that the undermentioned Regulation of the Australian Capital Territory has been made. Copies of the Regulation 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 Subordinate Law made	Description of Subordinate Law	Number and year of Management Standard
<i>Public Sector Management Act 1994</i>	Management Standards	No. 3 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 a Public Road – Division of Calwell.	No. R17/01 of 2001
<i>Public Roads Act 1902 (NSW)</i>	Notice of Intention to Close Public Roads – District of Paddys River.	No. R18/01 of 2001

GOVERNMENT NOTICES (Continued)



ACT Government

AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) ACT 1991

DIRECTION

Pursuant to subsection 37(3) of the *Land (Planning and Environment) Act 1991*, the Executive gives the ACT Planning Authority the direction as set out in Attachment "A" to this Instrument.

Brendan Smyth
Minister

Gary Humphries
Minister

Dated this 2nd day of May 2001.

GOVERNMENT NOTICES (Continued)

ATTACHMENT A

LAND (PLANNING AND ENVIRONMENT) ACT 1991

DIRECTION UNDER SUBSECTION 37(1)

TO:

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

WHEREAS:

- A. You are the public servant performing the duties of the Government Service Office which, under subsection 33(3) of the *Land (Planning and Environment) Act 1991* (the Land Act), constitutes the ACT Planning Authority; and
- B. The ACT Executive has considered the Legislative Assembly resolution of Wednesday 14 February 2001 which states:
“That pursuant to Sub section 37(2) of the *Land (Planning and Environment) Act 1991*, the Legislative Assembly recommend to the Executive, that the ACT Planning Authority be directed to implement policies which provide for a development intensity of not more than one dwelling on any block in the area known as the Red Hill Housing Precinct as described in Variation 114 Heritage Places Register – Red Hill Housing Precinct.”

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

The ACT Planning Authority shall implement policies which provide for a development intensity of not more than one dwelling on any block in the area known as the Red Hill Housing Precinct as described in Variation 114 Heritage Places Register – Red Hill Housing Precinct.

DATED:

Gary Humphries
Minister

Brendan Smyth
Minister

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) ACT 1991

NOTICE OF REVOCATION OF REFERRAL OF AN APPLICATION TO THE COMMISSIONER FOR LAND AND PLANNING

Under subsection 229A(6) of the *Land (Planning and Environment) Act 1991* I revoke the referral of Application Number 20006863 to the Commissioner for Land and Planning on the First of May 2001.

Dated this First day of May 2001

Brendan Smyth MLA
Minister for Urban Services

GOVERNMENT NOTICES (Continued)

Master Plan for the Village of Hall

For the purposes of a Direction under subsection 37(1) of the *Land (Planning and Environment) Act 1991*, a draft Master Plan has been prepared by Planning and Land Management for:

The Village of Hall

Members of the public are invited to submit comments to the Planning and Land Management by **7 June 2001**. A copy of the draft entry may be viewed at the PALM Shopfront, 16 Challis Street, Dickson, Environment ACT Helpdesk, Macarthur House, Lyneham, at ACT Government Shopfronts and at Public Libraries.

Submissions and enquiries should be directed to:

Applications Secretariat
Planning and Land Management
16 Challis Street
DICKSON ACT 2601
or
PO Box 365
MITCHELL ACT 2911

Fax: 6207 7762

Email: app_sec@dpa.act.gov.au

Please quote Master Plan No: 20011438

GOVERNMENT NOTICES (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 19 February 2001:

- **Variation to the Territory Plan No.118 entitled Heritage Places Register – Yarralumla Brickworks, Yarralumla and Federal Capital Commission (FCC) Type 15 House, Forrest; and**
- **Variation to the Territory Plan No.162 entitled Mini Hydro Power Plant – Cotter and Corin Dams.**

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

- Plan Variations No.118 and No.162 were tabled before the Legislative Assembly and had not been disallowed, or deemed to be disallowed, as at 3 May 2001.

Now therefore pursuant to subsection 29(6) of the *Land (Planning and Environment) Act 1991*, I specify that the date of commencement of Variations No.118 and No.162 to the Territory Plan will be 10 May 2001.

Copies of Variations No.118 and No.162 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

GOVERNMENT NOTICES (Continued)

ACT GOVERNMENT PLANNING AND LAND MANAGEMENT GROUP

DRAFT VARIATION NO.182 TO THE TERRITORY PLAN FOR PUBLIC LAND - NATURE RESERVE Yellow Box/Red Gum Grassy Woodland Sites (Tuggeranong Hill, Mt Majura and Mulligans Flat) and the Aranda Snow Gum Site

A draft Variation to the Territory Plan has been prepared by the Planning and Land Management Group (PALM) of Urban Services (incorporating the functions of the ACT Planning Authority), relating to the Yellow Box/Red Gum Grassy Woodland sites at Tuggeranong Hill, Mt Majura and Mulligans Flat and the Snow Gum site in Aranda.

Draft Variation No.182, if adopted, would amend the Territory Plan Map by adding the Public Land Nature Reserve (Pc) Overlay to the areas of Yellow Box/Red Gum Grassy Woodland located in the vicinity of Tuggeranong Hill, Mount Majura and Mulligans Flat, and also to the Aranda Snow Gums site, at Block 1399 Belconnen.

Provided it is not deferred, the provisions of draft Variation No.182 have interim effect until 9 May 2002 or for the "defined period", whichever is the shorter. The "defined period" commenced on 10 May 2001 and continues until the proposals in the draft Variation, or the corresponding Plan Variation:

- come into effect;
- or are rejected by the Legislative Assembly;
- or are withdrawn.

During the period these provisions have interim effect, the Territory, the Executive, a Minister or a Territory Authority shall not do, or approve the doing of, any act which would be inconsistent with the Territory Plan, or the Plan if it was varied in accordance with the provisions of the draft Variation.

Section 11 of the *Land (Planning and Environment) Act 1991* (the Land Act), concerning the Heritage Places Register, does not apply to this proposal.

From Monday 14 May 2001 until Monday 4 June 2001, copies of **draft Variation No.182 to the Territory Plan**, may be:

- inspected at ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours;
- inspected at, or obtained from, the PALM Shopfront at Dame Pattie Menzies House, 16 Challis Street, Dickson, during normal office hours; and
- inspected on the PALM Website at: **www.palm.act.gov.au/tplan**

GOVERNMENT NOTICES (Continued)

Comments on draft Variation No.182 should be submitted, by **Monday 25 June 2001**, to:

**Planning and Land Management Group
Urban Services Department
GPO Box 1908
CANBERRA ACT 2601
Attention: Mr Phil Harris.**

Comments can also be sent via Email to: **terrplan@act.gov.au**
or by Facsimile to: **6207 1710.**

Copies of all written comments received in response to the draft Variation, including those from the National Capital Authority (NCA), will be made available for public inspection during normal office hours, from Tuesday 26 June 2001 until Tuesday 17 July 2001, at the PALM Shopfront in Dame Pattie Menzies House, 16 Challis Street, Dickson. Any comments received from the NCA after Monday 25 June 2001 will be available for perusal for 15 business days from the date of receipt.

GOVERNMENT NOTICES (Continued)

Environmental Authorisation

Environmental authorisation(s) to conduct activities have been granted under Section 49 of the Act to the organisation(s) set out below:

Organisation	Brief Description of Activity	Location
ACT Fast Glass Pty Ltd	Firewood Activities	Robertson St Queanbeyan
Advance Firewood & Landscaping Supplies	Firewood Activities	Lovelock Crt Melba
Brian John Goodsell	Firewood Activities	Kiowarrha Rd Derindale
Corkhill Brothers	Firewood Activities	Maryborough St Fyshwick
Ezyburn Firewood Supplies	Firewood Activities	Jerangle Rd Jerangle
Forge Firewood	Firewood Activities	Kendall Ave Queanbeyan
Fyshwick Landscape Supplies	Firewood Activities	Lithgow St Fyshwick
Hi-Class Gardening Pty Ltd	Firewood Activities	Kitchener St Hughes
John's Quality Firewood	Firewood Activities	Whyalla St Fyshwick
Koomarri Association ACT Inc	Firewood Activities	Wollongong St Fyshwick
Neil & Lorna Wallace	Firewood Activities	Fairmount Cr Queanbeyan
Outback Firewood	Firewood Activities	Majura Rd Pialligo
Stonehenge (ACT) Pty Ltd	Firewood Activities	Beltana Rd Pialligo
Willburn Firewood	Firewood Activities	Parkwood Rd Parkwood
Woodstock Firewood	Firewood Activities	Whyalla St Fyshwick
Yass Firewood Supplies	Firewood Activities	PO Box 263 Yass
Seair Airconditioning	Use of CFCs and HCFCs	Lilyfield Rd Leichhardt NSW
ActewAGL	Pesticide activities	GPO Box 366 Duffy

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

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 30 day of April 2001
Environment Management Authority

Environmental Authorisation

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

Organisation	Brief Description of Activity	Location
ACTEWAGL	Pesticide Activities	GPO Box 366 Duffy

Under Section 135 of the *Environment Protection Act 1997*, an application may be made to the Administrative Appeals Tribunal for a review of the decision to which this notice relates. The Administrative Appeals Tribunal can be contacted on telephone (02) 6217 4277.

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

Dated the 30 day of April 2001
Environment Management Authority

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

RADIATION ACT 1983

Section 73

NOTIFICATION OF DECISIONS

Pursuant to Section 73 of the Australian Capital Territory Radiation Act 1983, the Radiation Council hereby gives notice of the particulars of the following decisions of Council, made on 2nd May 2001.

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

Owner Dr David Chan
 Description Dental x-ray machine Image X System model X-mind with Toshiba DG - 73B tube, S/Nos 25207, 21270/35222. 65kVp, 8mA.
 Location (Room 5)
 Suite 3, Level 2 Lakeview House
 Cowlshaw Street
 Tuggeranong ACT
 Conditions Diagnostic dental examinations.

Owner Dr David Chan
 Description Dental x-ray machine Image X System model X-mind with Toshiba DG - 73B tube, S/Nos 25217, 21233/35298. 65kVp, 8mA.
 Location (Room 3)
 Suite 3, Level 2 Lakeview House
 Cowlshaw Street
 Tuggeranong ACT
 Conditions Diagnostic dental examinations.

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

Owner Act X-Ray Services Pty Ltd
 Description Toshiba Model KX0-SOF-RF diagnostic x-ray machine with DRX-2724HD2K tube (suspended) S/Nos B2593211, OA069/9M-321 140kVp, 640mA
 Location Screening Room (Overtable tube)
 Lakeview Square
 21 Benjamin Way, Belconnen
 Conditions Diagnostic radiography

GOVERNMENT NOTICES (Continued)

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

Licensee Dr Mervyn Despois
 Address Canberra Hospital
 Department of Medical Imaging
 PO Box 11
 WODEN ACT 2606

Authorised Activities: Use, cause or permit to use, irradiating apparatus.
 Conditions Diagnostic radiology. You are required to enter the total
 radiation exposure time of each fluoroscopic procedure into the
 patient's record.

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

Licensee Dr Hilary S Warren
 Address Cancer Research Unit
 Level 6, Pathology Building
 Canberra Hospital

Authorised Activities: Purchase, own or have in possession, use, cause or permit to
 use, unsealed radioactive materials.

Conditions Research and medical laboratory uses of unsealed
 radionuclides:- H-3, Cr-51, P-32, P-33.

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

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

Location of the ACT Administrative Appeals Tribunal - The Tribunal is located on the 4th Floor, Canberra House, 40 Marcus Clarke Street, Canberra City.
 Postal Address: GPO Box 9955, Canberra 2601. Telephone: 6243 4611. Facsimile: 6247 0962. Document Exchange: DX 5727.

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

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

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

Access to documents - You may apply for access to any documents relevant to this decision under the ACT *Freedom of Information Act 1989*. For more information contact the Freedom of Information Officer, Department of Health and Community Care, on phone 6205 1340.

Dated this 2nd day of May 2001

**Joseph Lising
 Chairperson
 Radiation Council**

