



Australian Capital Territory

Gazette

No. 2, Thursday 11 January, 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.

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

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

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EMPLOYMENT

ACT Public Service

Executive Contracts

CHIEF MINISTER'S DEPARTMENT

Appointment

Sandra Lambert,
Executive Director, Policy Group (E184)

Termination

Roslyn Hughes

Senior Director,
Office of Information Technology and
Multimedia (E146)
Section 73, Public Sector Management Act 1994
and Clause 9, Executive Contract – 2.1.01

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Appointment

Louise Tucker
Chief Information Officer (E192)

General Information

Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

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

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

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

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

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

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

* if still employed in that temporary job; and

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

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

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

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

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

Vacancies

THE CANBERRA HOSPITAL

Clinical School

Library and Multimedia Services

**Professional Officer Class 2 \$43,416-48,520,
Canberra
(PN. 26259)**

Closing date: 25 January 2001

Duties: Library and Multimedia Services is a section of the Canberra Clinical School. The Unit's primary objective is to cater to the information needs of the staff and students of the ACT Health, Housing and Community Care Department. The Library is seeking a dynamic person to provide technical and reference services as a part of professional team. Proven knowledge and experience in a range of automated library systems is highly desirable.

EMPLOYMENT (Continued)

Eligibility/other requirements: Professional qualifications and extensive experience in Librarianship recognised by the Australian Library and Information Association.

Contact Officer: Saroj Bhatia (02) 6244 2588
Selection documentation may be obtained from Human Resources Management Group (02) 6244 4168
Apply: 16
CC: 1512

**The Canberra Hospital
Pathology Services
Pathology Reception**

**Professional Officer Class 1/Technical Officer
Level 3 \$30,276 - \$43,393, Canberra**

Closing Date: 25 January 2001
Duties: ACT Pathology is a department of the Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region. Pathology Reception is a sub section of the integrated Core Laboratory providing 24 hour specimen handling, enquiry and result service to our clients. The advertised position is that of evening shift supervisor working normal weekdays from 12 midday to 8 pm. The successful applicant will be required to provide professional and technical support to the specimen reception area and supervise and co-ordinate the work of the specimen reception team. Experience in one or more disciplines of pathology or specimen reception would be an advantage.

Eligibility/other requirements: A Diploma or equivalent qualification in medical laboratory science, or other approved qualification.
Note: Applicants will be shortlisted on the basis of written application and referee reports, which must address the selection criteria. Applicants are asked to supply current curriculum vitae. Shortlisted applicants will be required to attend for further assessment.

Contact Officer: Wendy Edwards (02) 6244 2835
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139
Apply: 16 CC: (3133)

**The Canberra Hospital
Mental Health Services**

**Senior Information Technology Officer Grade C
\$54,969 - \$59,270 Canberra**

Closing date: 25 January 2001
Duties: The Mental Health Service at The Canberra Hospital is a provider of mental health services in the ACT and is strongly focused on providing a quality service to our clients. One of the important components of service delivery

is the reporting of occasions of service and recording of clinical information. This position will be involved with planning, evaluation and future development of the data collection system and be responsible for a small team of IT Officers.

Note: This is a full-time temporary position available until 31 December 2001. Applicants will be shortlisted on the basis of written application and referee reports, which must address the selection criteria. It is important that you include two referee reports with your application.

Contact Officer: John Cologon (02) 6205 1049
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139
Apply: 16
CC: 2212

**The Canberra Hospital
Mental Health Services**

**Information Technology Officer Class 2
\$43,416 - \$49,872 Canberra**

Closing date: 25 January 2001
Duties: The Mental Health Service at The Canberra Hospital is a provider of mental health services in the ACT and is strongly focused on providing a quality service to our clients. One of the important components of service delivery is the reporting of occasions of service and recording of clinical information. This position will assist the manager in the development of software and modifications to existing software and assist in the provision of statistical reports.
Note: This is a full-time temporary position available until 31 December 2001. Applicants will be shortlisted on the basis of written application and referee reports, which must address the selection criteria. It is important that you include two referee reports with your application.

Contact Officer: John Cologon (02) 6205 1049
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139
Apply: 16
CC: 2212

**The Canberra Hospital
Nursing Branch, Medical Services
Cardiac Rehabilitation**

**Registered Nurse Level 2 \$43,150 - \$45,877
Canberra, (PN. 25045)**

Closing Date: 25th January 2001
Duties: Provide comprehensive direct patient care by utilising the nursing process in Cardiac and/or Cardiothoracic patients; act as a role model in the provision of holistic patient care; liaise with patient care teams to achieve an agreed standard of care.

EMPLOYMENT (Continued)

Eligibility/other requirements: Registered as a general nurse with the ACT Nurses Registration Board is mandatory; minimum of three years recent post registration experience; minimum of twelve months experience and proven competency in Coronary Care, Cardiac and/or Cardiothoracic Nursing, or holds a relevant post registration qualification.

Contact Officer:

Lorelle Toms – CNC (02) 6244 3733
Selection documentation: Nursing Recruitment (02) 6244 2257
Apply: 16
CC: 1766

**The Canberra Hospital
Nursing Branch, Medical Services
Renal Hospital / Renal Nursing**

**Registered Nurse Level 2 \$43,150 - \$45,877
Canberra, (PN. 22446)**

Closing Date: 25th January 2001

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

Eligibility/other requirements: Registered as a general nurse with the ACT Nurses Registration Board is mandatory; minimum of three years recent post registration experience; minimum of twelve months experience in the field being practiced, or holds relevant post registration qualification.

Contact Officer: Lindsay Warren (02) 6244 4277
Selection documentation: Nursing Recruitment (02) 6244 2257
Apply: 16
CC: 1748

**The Canberra Hospital
Medical SMT
Gastroenterology Research**

**Research Assistant Level 2 \$31,550-42,815,
Canberra, (PN. NP)**

Closing date: 18 January 2001

Duties: Performance of laboratory studies to identify genetic markers for inflammatory bowel disease. Molecular biological techniques to be used will include PCR, library screening and tissue culture. Venesection and preparation of blood samples and other human tissue for analysis, using standard molecular biological techniques.

Eligibility/other requirements: Degree in genetics or molecular genetics or equivalent. Experience in molecular genetic techniques including cloning, sequencing and PCR.

This vacancy is available for a 12 months period. Please note that this was previously advertised in the Gazette of 4 January 2001.

Contact Officer: Dr Juleen Cavanaugh
(02) 6244 3975

Selection documentation may be obtained from Human Resources Management Group (02) 6244 4168
Apply: 16
CC: 1817

**Pathology Services
Haematology**

**Technical Officer Level 2 \$31,884-37,310,
Canberra
(PN. 21303) OR Professional Officer Class 1
Technical Officer Class 3
\$30,276 - \$43,393**

Closing date: 18 January 2001

Duties: Perform prescribed diagnostic and other technical test procedures in the field of Haematology and Transfusion Serology. Prepare reagents, standards, controls and instruments for specific investigations as required.

Eligibility/other requirements: Associate Diploma in Science or equivalent relevant qualification. The successful applicant must be willing to participate in an after hours roster. Note: This is a temporary vacancy available from 01/02/2001 till 31/08/2002 with the possibility of extension. This position was advertised in ACT Gazette of 4/1/01 as a TO2 only. It may be filled as either a TO2 or PO1/TO3 dependant upon qualifications and experience.

Contact Officer: Wendy Edwards (02) 6244 2835
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580
Apply: 16
CC: 3125

ACT COMMUNITY CARE

**Manager, Facility and Health Centre Operations
25 January 2001**

ACT COMMUNITY CARE is the major provider of community-based health and disability services in the ACT.

We are looking for an experienced and appropriately qualified person to provide leadership and strategic direction for the extensive physical resources involved in the provision of health and community services to the ACT community. The successful applicant will be responsible for managing the Facilities Services and Health Centre Administration team within ACT Community Care. This is a permanent vacancy in the Human Resources and Facility Management Team.

EMPLOYMENT (Continued)

This position is classified as:

Senior Officer Grade C

Position No: 26605

The successful applicant will have proven experience in the management of building and premises, fleet, building support services, corporate procurement and contract/lease management and records management. You will be expected to demonstrate leadership and staff management skills, have high level coordination, liaison and communication skills and a strong commitment to customer service. Note: **Salary and conditions of service:** The successful applicant will be offered an Australian Workplace Agreement, which will provide an attractive salary package and benefits commensurate with the importance of the position and the calibre of the person sought.

Contact Officer: Greg Wicks (02) 6205 0924
Selection documentation may be obtained from Yasmin Barrington-Knight (02) 6205 1433
Apply: 21
CC: 148-9009-18270

**INTEGRATED HEALTH CARE PROGRAM
VICTIMS SERVICES SCHEME****Professional Officer Class 2 \$43,545-\$48,665,
Canberra (PN. 29174)**

Closing date: 25 January 2001

Duties: To provide counselling, case management and rehabilitative services to people affected by crime in the ACT. The VSS is the provider of the permanent service to victims of crime and offers services both in-house and through a mix of community and private providers. In addition to direct client services the position offers opportunities to participate in community networking and education activities.

Eligibility/other requirements: Tertiary qualifications in Psychology, Social Work and Counselling with current ACT registration where applicable and/or eligible for membership of the appropriate professional organisation, and experience in working with people affected by trauma.

Note: The position is part-time (24 hours pw) and offered as a three year contract - to 31/12/03

Contact Officer: Anne Barrie (02) 6205 1840
Selection documentation may be obtained from Wendy Makin (02) 6205 2431
Apply: 21
CC: 148-9009-17798

**INTEGRATED HEALTH CARE PROGRAM
VICTIMS SERVICES SCHEME****Registered Nurse Level 2 \$43,278-\$46,013,
Canberra
(PN. 29173)**

Closing date: 25 January 2001

Duties: To provide counselling, case management and rehabilitative services to people affected by crime in the ACT. The VSS is the provider of the permanent service to victims of crime and offers services both in-house and through a mix of community and private providers. In addition to direct client services the position offers opportunities to participate in community networking and education activities

Eligibility/other requirements: Registered with the Nurses Board of the ACT, with relevant tertiary qualifications and experience in working with people affected by trauma. Note: The position is part-time (16 hours pw) and offered as a three year contract - to 31/12/03
Contact Officer: Anne Barrie (02) 6205 1840
Selection documentation may be obtained from Wendy Makin (02) 6205 2431
Apply: 21
CC: 148-9009-17798

**Integrated Health Care Program,
Director & Support Section****ADMINISTRATIVE SERVICE OFFICER CLASS 2
\$28475 - \$31576, Canberra (PN. 23858)**

Closing date: 25 January 2001

Duties: Perform clerical support duties for the Director and Deputy Director of the Integrated Health Care Program, including reception and the management of electronic diaries. Undertake administrative activities within the section to assist the Management Team. Maintain, update and control various office information systems and databases used in the work area. Prepare routine paperwork, transactions and some minor correspondence. As a member of a team, undertake work appropriate to the section's operational objectives.

Contact Officer: Justine Spina (02) 6205 1190
Selection documentation may be obtained from Megan Payne (02) 6205 1537
Apply: 21
CC: 148-9009-17798

EMPLOYMENT (Continued)

Child Youth & Women's Health Program

**Senior Officer Grade C \$55,133-\$59,446,
Canberra (PN. 29175)**

Closing date: 25 January 2001

Duties: *Quality & Recruitment Coordinator*

The quality and recruitment co ordinator is a new position within the women's health services area within the program. The role will involve coordination of all recruitment activities for Cervical & BreastScreen programs and implementation of the corporate quality improvement framework.

The position requires a person who has a good knowledge and understanding of primary health care principles, with proven ability in design, implementation and evaluation of health promotion programs and experience in planning and implementation of quality improvement activities.

Eligibility/other requirements: Tertiary qualifications in a health related discipline is required.

Note: **Full time permanent position**

Contact Officer: Alice Jones (02) 62051540

Selection documentation may be obtained from Danielle May (02) 62051085

Apply: 21

CC: 148-9009-16857

DISABILITY PROGRAM

**Professional Officer Class 2 \$44,018 - \$49,193
or Professional Officer Class 1
\$30,695 - \$43,063, Canberra**

Closing date: 26 January 2001

Duties: A vacancy exists for a suitably qualified person to work as a part of a multi-disciplinary team providing psychology services to clients of the Disability Program.

Duties include:

- Assessing, planning, implementing and monitoring group and individual programs for people with disabilities including those related to behaviour management and personal skills development.
- Conducting and interpreting psychological assessments including those related to cognitive functioning, behaviour and functional skills.

Excellent team, client and communication skills are required. Experience with working with people with disabilities is advantageous but not essential.

There is scope for developing special interests within the field of Intellectual Disability.

Eligibility/other requirements: An appropriate psychology degree. Eligibility for registration as a psychologist in the ACT.

Note: Full time –36.45 hours per week.

Depending on qualifications and experience this vacancy will be filled at either the Professional Officer Class 2 or Class 1 level.

**Contact Officer: Dr Deirdre Thompson
(02) 6207 6381**

Selection documentation may be obtained from (02) 6205 0971 (Answering Machine). **Please indicate whether you wish to obtain selection documentation for the Professional Officer Class 2 or 1.**

Apply: 21

CC: 148-9009-16861

Child, Youth and Women's Health Program

**Assistant Finance Officer, Administrative
Service Officer Class 4 \$36,149 - \$39,249,
Canberra (PN. 24906)**

Closing date: January 27 2001

Duties: The Program is looking for a highly motivated administrative assistant who has experience in financial operations to support the finance manager and to provide a range of administrative functions within the Program.

Contact Officer: Alison Russell (02) 6205 1312
Selection documentation may be obtained from Gayle Galpin (02) 6205 1197

Apply: 21

CC: 148-9009-16857

Child, Youth and Women's Health Program

**Senior Officer Grade C \$55,133-\$59,446-
Administrative Service Officer Class 6
\$43,545-\$50,020, Finance Manager, Canberra
(PN. 28898)**

Closing date: January 27 2001

Duties: ACT Community Care is a major provider of community based health and disability services in the ACT.

The Program is seeking a highly motivated person with qualifications and extensive experience in financial management, and who is able to work autonomously within a team environment.

Eligibility: Qualifications in accounting are highly desirable

Note: **Remuneration:** According to qualifications and experience

Contact Officer: Giovanna Richmond
(02) 6205 1197

Selection documentation may be obtained from Gayle Galpin (02) 6205 1197

Apply: 21

CC: 148-9009-16857

EMPLOYMENT (Continued)

CALVARY HOSPITAL INC.

Administrative Services Finance

***Calvary Administrative Officer 3**
\$ 32,433 - 35,003, Canberra (PN. 8704)

Closing date: 25 January 2001

Duties: Receipt all monies paid to patients office and undertake complex patients accounts within the patient management system.

Undertake responsibility for petty cash and perform debt recovery procedures and provide relevant reports.

Eligibility/other requirements:

Note: TTY 6201 6127

Contact Officer: Eileen Muscat (02) 62016900
Selection documentation may be obtained from Eileen Muscat (02) 62016900

Apply: 07

CC: 148-9094-17781

Nursing Services Operating Rooms

Calvary Administrative Officer 4
\$ 36,149 - 39,249, Canberra (PN. 8672)

Closing date: 25 January 2001

Duties: Oversee the staff providing Theatre Sterile Supply Unit functions in the TSSU department of the Operating Rooms. Book all equipment in accordance with approved hospital guidelines and policies.

Eligibility/other requirements:

Note: TTY 6201 6127

Contact Officer: Susan Gosling (02) 62016166
Selection documentation may be obtained from Susan Gosling (02) 62016166

Apply: 07

CC: 148-9094-17781

Medical Services Occupational Therapy

Calvary Professional Officer 1 \$ 30,366 - 42,600, Canberra (PN. 8337)

Closing date: 25 January 2001

Duties: Provide Occupational Therapy services as directed by the Director of Occupational Therapy, maintaining a high standard of treatment and customer focus.

Eligibility/other requirements: Australian recognised Occupational Therapy qualifications and eligibility for membership to Occupational Therapy Australia. OT Australia accreditation.

Note: TTY 6201 6127

Contact Officer: Dagmar Ciolek (02) 6201 6080
Selection documentation may be obtained from Janet Ho (02) 6201 6080

Apply: 07

CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

Business Development and Attraction

Administrative Service Officer Class 6,
(PN: 55676), \$44,503-\$51,121p.a
Canberra

Closing Date: 25 January 2001

Duties: Undertake a range of marketing and promotional activities in line with the Government's business development initiatives. In particular: Liaise with and direct advertising agencies and other media and marketing organisations in the delivery of marketing projects.

Contact Office/Selection Documentation:
Anne Strudwicke (02)62072308 and also from www.act.gov.au/recruitment/cmdindex.asp

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC:148-9031-17299

Corporate Services Financial Controller **PN: 55084** **Canberra**

Closing Date: 25 January 2001

The position will direct and control activities of the Department's Corporate Finance Unit, including budgeting, purchasing, financial management control systems and associated policies and procedures. This will involve the supervision, training and development of allocated staff. Responsibility for the preparation of the annual and monthly accrual financial statements, preparation of monthly financial management information and policy advice to two Chief Executives, and the preparation of monthly financial information and financial advice for all business units.

Qualifications: Relevant tertiary qualifications in accounting. CPA or ICA membership would be an advantage
The position will attract a package of \$106,155 comprising salary of \$91,824 per annum
Note: The terms and conditions of this position will be regulated under an Australian Workplace Agreement.

Contacts: Enquiries about the position should be directed to Meredith Whitten, on (02)6205 0223

Selection criteria may be obtained by calling Sandy Schumacher on (02)62050477 and also from www.act.gov.au/recruitment/cmdindex.asp
Apply: 06 or via email:
recruitment.officer@act.gov.au
CC 148-9031-17429

EMPLOYMENT (Continued)

CANBERRA TOURISM AND EVENTS CORPORATION

Marketing and Communications

Publications

Publications Manager

Public Relations Adviser Class 2,

\$46,584-\$52,937p.a

(PN: 43163) CANBERRA

Closing Date: 25 January 2001

Duties: Manage and administer the development and production of Canberra Tourism and Events Corporation publications. Design and layout publications prepared in house. Brief designers, journalists, photographers and printers on publications specifications.

Contact Officer: Mark Jensen (02)62078717

Note: Appointment may be made from application and references.

Selection Documentation: Matthew Haddock (02)62050658

CC:148-9005-16840

Apply 06 or via email:

recruitment.officer@act.gov.au

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

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

ACT Corrective Services

Probation and Parole

Manager

Senior Officer Grade C \$56,346 – 60,755,

Canberra

(PN. 11206)

Closing date: 25 January 2001

Duties: Manage teams engaged in community corrections programs in accordance with the program statements and within financial and staffing budgets. Ensure the provision of high quality written and verbal advice to Courts and Releasing Authorities. Direct and review the intervention strategies of community corrections staff, coordinate compliance monitoring functions and oversee the development and maintenance of Standard Operating Procedures and the development and review of memoranda of understanding with other agencies. Perform the functions of a Community Corrections Officer (section 4 of Supervision of Offenders – (Community Service Orders) – Act 1985).

Eligibility/other requirements: Tertiary qualifications in Social/Behavioural Sciences and experience in Corrections related fields highly desirable. A current unencumbered drivers licence would be an advantage.

Note: Employment will initially be on the basis of a 3 year contract, with the possibility of permanent appointment.

Contact Officer: Ronia McDade (02) 6207 0854
Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853

Apply: 28

CC: 148-9012-16898

ACT Corrective Services

Social Capital Programs Unit

Team Leader

Professional Officer Class 2 \$44,503 – 49,736, Canberra (PN. 43715)

Closing date: 25 January 2001

Duties: As part of the ACT Government initiative to maintain and build social capital in the community, ACT Corrective Services is implementing three Social Capital Programs. The *Intensive Support Program* has the task of advocacy, monitoring and support of a number of young people who have been identified as being at risk; whose case plans are demanding and complex; and who are often the clients of two or more ACT Government and community agencies. There will be a focus on minimising exposure to the criminal justice system while facilitating family and community re-integration. This position will involve, in addition to a reduced caseload, assessment of risk, professional advice and leadership for a team of Intensive Support workers in the case management and support of the client group. There is a special emphasis on the ability to engage young people and to liaise and negotiate with a range of carers, agencies and service providers.

Eligibility/other requirements: Registration or eligibility with the Australian Association of Social Workers or with the Psychologist's Board of the ACT. A current Drivers Licence equivalent to an ACT 'C' class licence is also necessary.

Note: Interested applicants are strongly encouraged to contact the Social Programs Unit of ACT Corrective Services for additional information.

The successful applicant will be placed on a 3 year fixed term contract.

Contact Officer: Brian Dunn (02) 6207 1040
Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853

Apply: 28

CC: 148-9012-16898

EMPLOYMENT (Continued)

ACT Corrective Services Social Capital Programs Unit Psychologist

**Professional Officer Class 2 \$44,503 – 49,736,
Canberra (PN. 43667, 43668)**

Closing date: 25 January 2001

Duties: As part of the ACT Government initiative to maintain and build social capital in the community, ACT Corrective Services is implementing three Social Capital Programs. The *Counselling Young Sex Offenders Program* will address the destructive effect on families and communities of inappropriate and abusive sexual behaviour by young people. This innovative program will provide best-practice group and family therapy to children, adolescents and young adults. Attendance by most clients will be as a condition of a Court Order. These positions will involve assessment, treatment recommendations, provision of treatment and post treatment evaluation and support. Relapse prevention, community education and consultation will form an important aspect of the position.

Eligibility/other requirements: Registration with the Psychologist's Board of the ACT and a current drivers licence equivalent to an ACT 'C' class licence.

Note: Interested applicants are strongly encouraged to contact the Social Programs Unit of ACT Corrective Services for additional information.

The successful applicant will be placed on a 3 year fixed term contract.

Contact Officer: Brian Dunn (02) 6207 1040
Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853
Apply: 28
CC: 148-9012-16898

ACT Corrective Services Social Capital Programs Unit Intensive Support Worker

**Administrative Service Officer 5
\$41,207 – 43,694, Canberra (PN. 43665, 43666)**

Closing date: 25 January 2001

Duties: As part of the ACT Government initiative to maintain and build social capital in the community, ACT Corrective Services is implementing three Social Capital Programs. The *Intensive Support Program* involves advocacy, monitoring and support of a number of young people in the ACT who have been identified as being at risk; whose case plans are complex; and who are often the clients of two or more ACT government community agencies. There will be a focus on minimising exposure to the criminal justice system while facilitating family and community re-integration.

There is a special emphasis on the ability to engage young people and to liaise and negotiate with a range of carers, agencies and service providers. The successful applicant will be required to supervise and provide outreach support for a caseload of young people with complex case management requirements. They will also liaise with government and community agencies and the Courts in relation to the needs of the clients.

Eligibility/other requirements: Tertiary qualifications in a relevant field, eg youthwork, social behavioural sciences, welfare or related discipline are considered highly desirable. Successful applicants must have a current ACT/NSW driver's licence and undergo a Police check.

Note: These are temporary vacancies, each of 12 months, with the possibility of two extensions each of 12 months.

Contact Officer: Brian Dunn (02) 6207 1040
Selection Documentation may be obtained from Jeanette Barnes (02) 6207 0853
Apply: 28
CC: 148-9012-16898

EMERGENCY SERVICES BUREAU

Department of Justice & Community Safety Emergency Services Bureau, ACT Fire Brigade

**Administrative Service Officer Class 5
Position Number 03814
\$41,207 - \$43,694**

Closing Date: 25 January 2001

Duties: Coordinate personnel, finance and general administration services for the Fire Commissioner and portfolios within the ACT Fire Brigade and the ACT Emergency Services Bureau. Prepare and monitor financial activities, coordinate performance reports and assist the Commissioner's Office with special project work.

Selection may be based on applications and referees reports only, interviews may not be conducted. Please ensure 2 referees reports accompany your application by the due date.

Contact Officer: Ian Bennett (02) 62078401
Selection Documentation:
Phil Evers (02) 62078412
Apply: 13
CC 148-9007-16846

DEPARTMENT OF URBAN SERVICES

Planning and Land Management Group Development Management Branch Procedures and Leasing Section

**Administrative Service Officer Class 6
\$44,504-\$51,121 PN 3083
Canberra**

EMPLOYMENT (Continued)

Closing Date: 25-Jan-01

Duties: As an ASO 6 in Development Management Branch, the successful applicant would take a major role in delivering outcomes in relation to projects, policies or processes related to particular geographic or subject matter areas.

Typical jobs will involve a mix of policy and project work with a heavy emphasis on application-based case work together with the opportunity to undertake general district planning and/or policy and procedural projects. Legislative review is important to the role of the Section. ASO6s are often required to act as team leaders may also undertake supervision and training of more junior staff.

Effective performance in these positions will require experience or qualifications in at least one of land management, town planning, lease administration and administrative law together with the capacity quickly to acquire and apply knowledge of relevant legislation, policies and technical requirements. It will also require a strong focus on customer service and timely delivery of outcomes. Good judgment, and high level liaison, coordination, communication and analytical skills will also be important as will a commitment to achieving agreed priorities.

Contact Officer: David Snell (02)62071678 or david.snell@act.gov.au

Selection documentation may be obtained from Silvana Salafia (02)62071864 or silvana.salafia@act.gov.au.

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

CC: 148-9020 17776

Planning and Land Management Group Development Management Branch Various Sections

Senior Officer Grade B/C
\$56,346-\$74,948 PN Several
Canberra

Closing Date: 25-Jan-01

Duties:

Urban Design Professionals.
If you are an experienced urban design professional looking for a new challenge, here is an opportunity to make a difference to the development of a great planned city. The ACT Government is committed to pursuing high quality design and sustainability as the paramount consideration in planning and development in the ACT, and recognises that Canberra needs and deserves the best professional expertise to assist in meeting its contemporary design challenges. The Planning and Land Management Group is seeking urban design professionals to assist in ensuring that the development of Canberra

responds to this and other challenges of the new century while retaining its unique character and quality.

Key responsibilities of these positions will include assessing development proposals, negotiating with proponents to achieve the best possible development outcomes, supervising and training of staff and promoting high quality sustainable design to the development industry and Canberra Community. In addition to the staff positions outlined here, appointments exist for short term engagement/secondment for candidates offering particular expertise.

Other requirements / Qualifications

Qualifications or experience in architecture, town planning, urban design, or environmental planning essential.

Notes

These positions will be filled as either Senior Officer Grade B or Senior Officer Grade C depending on qualifications and/or relevant experience.

Contact Officer: Richard Johnston(02) 62072585 or richard.johnston@act.gov.au

Selection documentation may be obtained from Linda Southwell (02) 62071744 or linda.southwell@act.gov.au.

Or from the recruitment home page (www.act.gov.au/urbanservices/recruit)

CC: 148-9020 17776

Operations Group City Operations Branch Road User Services Section

General Service Officer Level 8
\$35,528-\$37,616 PN 3183
Canberra

Closing Date: 25-Jan-01

Duties:

Undertake as an inspector, random vehicle inspections in carparks and roadside inspection stations in accordance with the Road Transport Act and relevant regulations. Monitor heavy vehicle movements to ensure conformity with the technical requirements of the Road Transport Act and relevant regulations.

Other requirements / Qualifications

Motor Mechanic Trade Certificate or equivalent, current drivers licence and the ability to lift and carry equipment in excess of 18 kilograms. The ability to provide high quality customer service in a regulatory environment is essential.

Contact Officer: Doreen McEncroe (02)62076560 or doreen.mcencroe@act.gov.au

Selection documentation may be obtained from Cindy Johnston (02)62077033 or ciny.johnston@act.gov.au.

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

CC: 148-9015 17013

EMPLOYMENT (Continued)

**Operations Group
City Operations Branch
Road User Services Section**

**Administrative Service Officer Class 5
\$41,207-\$43,694 PN 20044
Canberra**

Closing Date: 25-Jan-01

Duties: Supervise staff involved with the provision of client services in a counter and call centre environment. Ensure adequate staff levels are maintained to safeguard service level agreements in place for counter and call centre customer.

Notes

This position is available for temporary filling until 4 February 2002.

Contact Officer: Elaine Horsburgh (02) 62077109 or elaine.horsburgh@act.g
Selection documentation may be obtained from Cindy Johnston (02) 62077033 or cindy.johnston@act.gov.au.
Or from the recruitment home page: (www.act.gov.au/urbanservices/recruit)
CC: 148-9015 17013

**Corporate Group
Corporate Budgets and Asset
Management Section**

**Senior Officer Grade C
\$56,347-\$60,755 PN 14500
Canberra**

Closing Date: 25-Jan-01

Duties: Manage, develop and monitor the Department's Capital Works Program including extensive liaison with Senior Management, the Department of Treasury and Infrastructure and the Government Audit Office. Coordinate and prepare the monthly capital works report for management, the quarterly capital works report for the Assembly and the capital works end-of-year financial statement for Audit Office scrutiny.

Other requirements / Qualifications

Tertiary qualifications in accounting and/or relevant experience.

Contact Officer: Gordon Elliott (02) 62075642
Selection documentation may be obtained from Sue Charlton (02) 62076242.
Or from the recruitment home page: (www.act.gov.au/urbanservices/recruit)
CC: 148-9017 17305

Transfer

DEPARTMENT OF URBAN SERVICES

**Catherine Bolton AGS Number 719 43487.
From:** FACS EL1 \$58,615-\$65,296.
To: Senior Officer Grade C \$56,347-\$60,755.
Corporate Group PN 26950.
Gazette Number 48, 30/11/2000
Note: This is a transfer on reduction.
CC: 148-9017 16954

Michael Sharp AGS Number 739 84274.

From: Audit Band 1 \$30,200-\$56,700.

To: Administrative Service Officer Class 6 \$44,504-\$51,121.

Corporate Group Corporate Finance PN 27784.
Gazette Number 42, 19/10/2000

Note: This is a transfer on reduction.

CC: 148-9017 17305

Promotions

Promotions under the *Public Sector Management Act 1994*

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

A. APPEALS

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

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

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

YOU MAY ALSO APPEAL IF:

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

YOU CAN NOT APPEAL WHEN:

- * the position is filled from outside the ACTPS, i.e. an appointment (including filling the

EMPLOYMENT (Continued)

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);
- 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

EMPLOYMENT (Continued)

letter of appeal listing all promotees appealed against will be accepted.

WHEN TO LODGE APPEALS

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

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

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

WHERE TO LODGE APPEALS

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

ADVICE TO PROMOTEES AND APPELLANTS

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

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

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

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

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

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

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

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

CONTENT OF STATEMENTS

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

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

If you feel it is necessary to make any unfavourable comments about a party to the appeal, you should include these comments in your written statement. Parties to an appeal must have an opportunity to comment on any unfavourable observations.

You should also note that your statement should not include material that breaches privacy requirements or any similar legislation.

PAC PROCEDURES

The PAC does not have to interview all or any of the parties to an appeal. Therefore, you should not rely on being granted an interview as the main opportunity to make your case. You should instead state your case as fully and as

EMPLOYMENT (Continued)

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
- (2) obtain feedback from the convener of the selection advisory committee and discuss your concerns with the delegate who made the promotion.

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

EMPLOYMENT (Continued)

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

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

ACT COMMUNITY CARE

ACT Community Care Primary and Integrated Care Integrated Health Care Program

Prue Campbell: 261-27288

From: Professional Officer Grade C
\$55,133 – \$59,446
ACT Community Care
To: † Senior Professional Officer Grade B
\$64,307 – \$72,393
Integrated Health Care, ACT Community Care, Canberra (PN. 29169) (11 January 2001)

Note: In accordance with Clause 40 of the CPSU ACTCC Community Care Enterprise Bargaining Agreement 2000-2002.
CC: 148-9009-17798

CALVARY HOSPITAL INC.

Administrative Services Patients Office

Eileen Muscat: 256-35889

From: Calvary Administrative Officer 5
\$40,319 – 42,752
Calvary Health Care ACT
To: Calvary Administrative Officer 6
\$43,545 – 50,020
Patients Office, Canberra (PN. 8658)
(38 21 September 2000)

CC: 148-9094-17781

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.

Urban Services

Environment ACT
(DR) Sandra Blair AGS Number 537 12079.
From EL1
\$58,589-\$65,100

Environment Australia
To: Senior Officer Grade B
\$66,905-\$75,318
Heritage Unit

PN 15321 **Gazette:** 11-Jan-01

Note: This promotion is made as an appointment under Section 115 of the Public Sector Management Act 1994 and is a deemed promotion.

CC: 148-9028 17775

ACT DEPARTMENT OF TREASURY

Promotions to non-advertised vacancies

Economic Management Branch

M. L. Powell 744-93426,
Graduate Administrative Assistant
\$25,115-\$32,271p.a
Canberra Institute of Technology
Administrative Service Officer Class 5,
(PN: 55372), \$41,207-\$43,694p.a
Microeconomic Reform,
ACT Department of
Treasury

Duties: Undertake research and policy development on matters associated with National Competition Policy and other microeconomic reform issues relevant to the ACT. Contribute to the preparation of associated reports, recommendations and submissions.

Note: This promotion is made under section 83 of the Public Sector Management Act 1994 and is to an non-advertised vacancy. Any suitable qualified officers may appeal.

All appeal applications should be addressed to:
Convenor of the Appeal Panel
PO Box 749
Civic Square ACT 2608
CC: 148-9042-17630

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

EMPLOYMENT (Continued)

- 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 Administrative Officer, Legislative
Assembly for the ACT, GPO Box 1020,
Canberra ACT 2601
- 20 Administrative Officer, Health Protection
Service, Locked Bag 5, Weston Creek
ACT 2611
- 21 Recruitment Officer, ACT Community
Care, GPO Box 825, Canberra City ACT
2601
- 23 Recruitment Officer, Central Office,
(Level 2 North Building) Department of
Health, Housing and Community Care,
GPO Box 825, Canberra City ACT 2601
- 28 Recruitment Officer, Human Services
Unit, Department of Justice and
Community Safety, PO Box 921, Civic
Square ACT 2608
- 30 The Secretary, Milk Authority of the ACT,
GPO Box 1110, Canberra ACT 2601
- 31 The Recruitment Officer, Auditor-
General's Office ACT, PO Box 275 Civic
Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226,
Civic Square ACT 2608
- 34 Applications Officer, Urban Services,
GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of
Treasury and Infrastructure, GPO Box
158, Canberra ACT 2601.
- 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
S1	2 January	Instrument No. 377 of 2000 ~ Road Transport (General) Act 1999 Instrument No. 378 of 2000 ~ Road Transport (General) Act 1999

GOVERNMENT NOTICES

NOTIFICATION OF THE MAKING OF AN INSTRUMENT

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Building Act 1972</i>	Publication of Building Code and the Australian Capital Territory Appendix.	No. 379 of 2000
<i>Rates and Land Tax Act 1926</i>	Determination that interest rate for purposes of subsection 22 (3) shall be 13.86% p.a.	No. 380 of 2000
<i>Rates and Land Tax Act 1926</i>	Determination that interest rate for purposes of paragraph 28B (1) (a) shall be 5.86% p.a.	No. 382 of 2000
<i>Rates and Land Rent (Relief) Act 1970</i>	Determination of rates of interest on deferred general rates (5.86% p.a.) and general rates remaining unpaid after revocation of a deferment (13.86% p.a.)	No. 3 of 2001

Environment ACT

Environment Protection Act 1997

Environmental Authorisations

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

Organisation	Brief Description of Activity	Location
JCM Air Conditioning	Use of CFCs and HCFCs	35 Fullerton Cres Richardson ACT

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

Copies of the authorisation document may be obtained from the Environment Management Authority by telephoning the Environment ACT Helpline on (02) 62079777 or at Level 2, South Wing, Macarthur House, Wattle Street Lyneham ACT.

Dated the 28th day of December 2000
Environment Management Authority

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

BUILDING ACT 1972

NOTICE OF PREPARATION OF THE BUILDING CODE

Pursuant to section 25 of the Building Act 1972, I hereby give notice of the preparation of the Building Code constituted by the 1996 edition of the Building Code of Australia including Amendment 8 as prepared and published by the Australian Building Codes Board in December 2000 and the Australian Capital Territory Appendix to the Building Code of Australia.

The Building Code comes into effect on the day on which this Notice is published in the Australian Capital Territory Gazette.

Dated this 14th day of December 2000

Brendan Smyth

Brendan Smyth
Minister for Urban Services

