



Australian Capital Territory

Gazette

No. 21, Thursday 24 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.

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

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EMPLOYMENT

ACT Public Service

Executive Contracts

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Terminations

Note: The following Executives have been issued with new contracts. The initial contracts have been terminated in accordance with the provisions of Section 73 of the Public Sector Management Act 1994.

Narelle Hargreaves
Director, Schools Directorate and International Education (E100)
7.3.01

Anne Thomas
Director, Human Resources (E098)
12.3.01

DEPARTMENT OF URBAN SERVICES

Appointments

Gordon Davidson
Executive Director, City Management (E165)
Section 72, Public Sector Management Act 1994

Allan Eggins
Director, City Operations (E039)
Section 72, Public Sector Management Act 1994

Terminations

Note: The following Executives have been issued with new contracts. The initial contracts have been terminated in accordance with the provisions of Section 73 of the Public Sector Management Act 1994.

Brad Page
Director, Industry Policy and Regulation (E144)
18.12.00

Colin Adrian
Executive Director, Environment ACT (E140)
29.4.01

DEPARTMENT OF TREASURY

Termination

Note: The following Executive has been issued with a new contract. The initial contract has been terminated in accordance with the provisions of Section 73 of the Public Sector Management Act 1994.

Megan Smithies
Director, Budget Management (E143)
15.1.01

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.

EMPLOYMENT (Continued)

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

Vacancies

THE CANBERRA HOSPITAL

**The Canberra Hospital
Clinical Health Improvement Program**

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

Closing date: 7th June 2001
Duties: Provide research assistance to the Clinical Epidemiologist and other members of the Clinical Health Improvement Program (CHIP) for the conduct of health improvement action research projects. Research assistance activities will include literature searches and reviews, data collection and report writing; establish databases, extract data reports and maintain security of stored data.
Eligibility/other requirements: Holds or is working towards a relevant tertiary qualification
Note: The successful applicant will initially be employed for 12 months with extension for a further 2 years, dependent on evaluation of the Program after 12 months.

Contact Officer: Barbara McCarthy (02) 6244 4086
Selection documentation may be obtained from Melodie Lutz (02) 6244 2977
Apply: 16
CC: (1615)

**The Canberra Hospital
Clinical Health Improvement Program**

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

Closing date: 7th June 2001
Duties: Provide administrative, clerical and data support to the Clinical Health Improvement Program, and Clinical Epidemiologist; work in collaboration with other members of the Clinical Health Improvement Program (CHIP) team to achieve the aims of CHIP.
Note: The successful applicant will initially be employed for 12 months with extension for a further 2 years, dependent on evaluation of the Program after 12 months.

Contact Officer: Barbara McCarthy (02) 6244 4086
Selection documentation may be obtained from Melodie Lutz (02) 6244 2977
Apply: 16
CC: (1615)

**The Canberra Hospital
Corporate Services
Food Services**

**General Service Officer Level 3 \$26,067 –
\$26,956 Canberra (PN. 23320 / 23373 / 23366)**

Closing date: 7th June 2001
Duties: Under direction, perform a range of duties in the Food Services Section, which may include cleaning and washing duties as required in the kitchen, pantry and cafeteria; attend to counter service in the cafeteria, including receipt of monies and cash register operations as required.
Eligibility/other requirements: Knowledge of and / or training in hygiene, food storage and food handling procedures.
Note: These positions are to be filled on a part time basis, 20 hours per week including weekends and shifts.

Contact Officer: Sue Denton (02) 6244 3929
Selection documentation may be obtained from Ric Della-Torre (02) 6244 3932
Apply: 16
CC: (1373)

**The Canberra Hospital
Mental Health Services
Child and Adolescent Mental Health**

**Professional Officer Class 2 – Psychologist /
Social Worker \$43,416 - \$48,520, Canberra
(PN. 23845)**

Closing date: 7th June 2001
Duties: Undertake assessment and case management of children and adolescents with moderate to severe mental illnesses, who are currently detained at Quamby Juvenile Correctional Centre. Develop treatment plans in cooperation with children, adolescents, their families / carers and detention centre staff; 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 or Social Work, with current ACT Registration where applicable; eligibility for membership of the appropriate professional organisation.
Note: Previous applicants need not reapply

Contact Officer: Merrie Carling (02) 6205 1469
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580
Apply: 16
CC: (2231)

EMPLOYMENT (Continued)

**Nursing
Medical SMT
Renal Hospital/Renal Nursing**

**Registered Nurse Level 2 \$43,150-\$45,877,
Canberra (PN. 22540, 22446, 22342)**

Closing date: 7 June 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 and minimum of three years recent post registration experience; minimum of twelve months experience in the field being practised or holds a relevant post registration qualification.

Note: Position numbers 22540 and 22446 are permanent full-time positions. Position number 22342 is a temporary part-time position of 36 hours per week available from ASAP until 29 October 2001 or the return of the nominal occupant. Please clearly indicate on your application the position numbers you are interested in applying for.

Contact Officer: Karen Oliver/Lindsay Warren
(02) 6244 3362/4277

Selection documentation may be obtained from Human Resource Management Group
(02) 6244 2257

Apply: 16
CC: 1748

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: 8 June 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
Community Rehabilitation Program**

**ACT Community Care is the major provider of
community-based health and disability services
in the ACT.**

**Finance and Administration Manager
Administrative Service Officer Class 6
\$43,545 - \$50,020 Canberra (PN. 29194)**

(Salary packaging with FBT exemption under PBI conditions is available).

Closing date: 7 June 2001

Duties: The Community Rehabilitation Program is seeking an experienced Finance and Administration Officer. The successful applicant will be performing selected higher duties at the Senior Officer Grade C level for the first three months of occupancy. The position is based at The Canberra Hospital.

You will have proven experience in: providing advice and guidance on budget strategies and monitoring; detailed understanding of accrual accounting systems and activity-based costing; management of accounts receivable and payables systems; and, preparation of regular financial reports. The position is also responsible for the oversight of the Program level administration staff with responsibility for purchasing, asset management, human resources, files and record management and travel.

EMPLOYMENT (Continued)

Contact Officer: Jill Davis (02) 6244 2852
 Selection documentation may be obtained from
 Lynne Macnamara (02) 6244 2855
 Apply: 21
 CC: 148-9009-18269

**ACT Community Care
 Community Rehabilitation Program**

**Senior Professional Officer Grade C
 \$55,133 - \$59,446 Canberra (PN. 28986)
 Occupational Therapy**

Closing date: 7 June 2001
 An occupational therapist with clinical and supervisory skills is required to provide and supervise occupational therapy services to clients in various rehabilitation settings.
 Eligibility: Degree or Diploma in Occupational Therapy. Relevant clinical experience.
 Eligibility to join the Australian Association of Occupational Therapists. Current drivers licence.
 Note: Temporary, full time vacancy from July 2001 to February 2002.
 Please provide the name and phone numbers of at least two referees with your application.

Contact Officer: Gerda Caunt (02) 6205 1496
 Selection documentation: Lynne Macnamara (02) 6244 2855.
 Apply: 21
 CC: 148-9009-18269

**ACT Community Care
 Community Rehabilitation Program**

Professional Officer Class 3 \$53,236 Canberra (PN. 22008)

Remedial Therapist
 (Salary packaging with FBT exemption under PBI conditions is available).

Closing date: 7 June 2001
 This position is for a Remedial Therapist to work as part of the Community Rehabilitation Program, based at The Canberra Hospital. The successful applicant will provide as a member of a multidisciplinary team, high quality remedial therapy services for clients with varying levels of movement abilities in the remedial therapy gym and in hydrotherapy. This position also involves supervision and coordination of the other remedial therapists in The Community Rehabilitation Program.
 Eligibility: Relevant tertiary qualifications. Experience in providing remedial therapy services to people with varying movement abilities in a rehabilitation setting. Current Drivers Licence.
 Note: Full time position. Please apply in triplicate with the names and phone numbers of at least 2 referees with your application.

Contact Officer: Gerda Caunt (02) 6205 1496
 Selection documentation: Lynne Macnamara (02) 6244 2855.
 Apply: 21
 CC: 148-9009-18269

**ACT Community Care
 Community Rehabilitation Program**

Professional Officer Class 3 \$53,236 Canberra (PN. 22007)

Psychologist
 (Salary packaging with FBT exemption under PBI conditions is available).

Closing date: 7 June 2001
 This position is for a Registered Psychologist who specialises in Neuropsychology to work as part of the Community Rehabilitation Program based at The Canberra Hospital. The successful applicant will provide as a member of a multidisciplinary team skilled clinical neuropsychological assessments and appropriate counselling and intervention for clients with a variety of neurological conditions, including traumatic brain injury or disorders and cerebrovascular disease. This position also involves supervision of the other neuropsychologists in The Community Rehabilitation program.

Eligibility: A Master's degree in Clinical Neuropsychology, Psychology or Clinical Psychology. Experience in providing neuropsychological services to people with neurological dysfunction in a rehabilitation setting. ACT Psychology Registration is essential.

Note: Temporary full time vacancy until March 2004.

Please apply in triplicate with the names and phone numbers of at least 2 referees with your application.

For further information, please call Ms Ursula Johns on (02) 6244 3231.

Selection documentation: Lynne Macnamara (02) 6244 2855.
 Apply: 21
 CC: 148-9009-18269

**ACT Community Care
 Community Rehabilitation Program
 Independent Living Centre**

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

Professional Officer Class 2 \$43,545 - \$48,665 Canberra (PN. 27189 & 36393)

Occupational Therapist
 (Salary packaging with FBT exemption under PBI conditions is available).

Closing date: 7 June 2001
 The Independent Living Centre is an information resource advisory and display centre for equipment for people with disabilities and older people, their carers, families and health professionals.

EMPLOYMENT (Continued)

Two part time positions or a full time position are available for occupational therapists with enthusiasm and good team skills. They will need experience in prescribing and advising on equipment applied in promoting independent living by people with a range of disabilities, older people and others with specific needs. Eligibility: Mandatory qualifications apply.

Contact Officer: Neil McKay, Manager
Independent Living Centre (02) 6205 1909 or 6244 2311
Selection Documentation: Lynne Macnamara (02) 6244 2855
Apply: 21
CC: 148-9009-18269

**ACT Community Care
Community Rehabilitation Program
Equipment Loan Services**

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

**General Service Officer Level 4
\$27,116 - \$28,203 Canberra (PN. new position)**
(Salary packaging with FBT exemption under PBI conditions is available).

Closing date: 7 June 2001
The Equipment Loan Services provide short term loans of equipment prescribed to aid recovery or home care and assist eligible people with long term disabilities in obtaining and maintaining equipment to live at home in the community.
A General Service Officer Grade 4 with effective communication and teamwork skills is required to provide customer service plus record keeping, storage, cleaning, maintenance delivery functions. The position is based at The Canberra Hospital.

Contact Officer: Neil McKay, Manager
Equipment Services (02) 6244 2311
Selection Documentation: Lynne Macnamara (02) 6244 2855
Apply: 21
CC: 148-9009-18269

**ACT Community Care
Community Rehabilitation Program
Equipment Loan Services**

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

**General Service Officer Level 3
\$26,222 - \$27,116 Canberra (PN. new position)**
(Salary packaging with FBT exemption under PBI conditions is available).

Closing date: 7 June 2001
The Equipment Loan Services provide short term loan of equipment prescribed to aid recovery or home care and assist eligible people with long term disabilities in obtaining and maintaining equipment to live at home in the community.

A General Service Officer Grade 3 with effective communication and teamwork skills is required to provide storage, cleaning, maintenance and delivery functions plus customer service and record keeping. The position is based at The Canberra Hospital.

Contact Officer: Neil McKay, Manager
Equipment Services (02) 6244 2311
Selection Documentation: Lynne Macnamara (02) 6244 2855
Apply: 21
CC: 148-9009-18269

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

**Professional Officer Class 2 \$43,545 - \$48,665
Canberra (PN new position)
Nutritionist**
(Salary packaging with FBT exemption under PBI conditions is available).

Closing date: 7 June 2001
Duties: Applications are invited from an enthusiastic nutritionist to work as part of a multidisciplinary team in the delivery of primary health services to infants, children, youth and their families. The position involves individual dietary assessment, care planning and counselling. Health promotion work will include implementation of a community based food and nutrition education and skill development program in schools.
Eligibility: Applicants must hold a current drivers license and be eligible for membership of the Dietitians' Association of Australia.
Note: This is a temporary part time position for a maximum of three years; the weekly hours are negotiable.

Contact Officer: Lyn Brown, Professional Leader
Nutrition (02) 6244 2211
Selection documentation may be obtained from:
Gayle Harding (02) 6205 1197
Apply: 21
CC: 148-9009-16857

CALVARY HOSPITAL INC.

**Administrative Services
Employee Relations and Services**

**Calvary Administrative Officer 5
\$ 40,319 - \$42,752, Canberra (PN. 8738)**

Closing date: 7 June 2001
Duties: Under general direction, undertake a range of project and secretarial services for the Department, including preparing correspondence, reports and other communications, including researching information. Maintain statistical data bases and produce reports
Eligibility/other requirements:
Note: TTY 6201 6127

Contact Officer: Janet Fuller (02) 6201 6120
Selection documentation may be obtained from Janet Fuller (02) 6201 6120
Apply: 07
CC: 148-9094-17781

EMPLOYMENT (Continued)

Clare Holland House

Registered Nurse Level 3 \$49,324 - \$53,723, Canberra (PN. 8467)

Closing date: 7 June 2001
 Duties: Provide overall management and leadership of the Education/Resource centre. Provide academic leadership by working within the Accreditation guidelines to ensure national palliative care standards are met across all services.
 Eligibility/other requirements: Current registration as a Registered Nurse by the ACT Nurses Board.
 Note: TTY 6201 6127

Contact Officer: Sr Berenice Stubbs (02) 6273 0336
 Selection documentation may be obtained from Susan Granger (02) 6273 0336
 Apply: 07
 CC: 148-9094-17781

Clare Holland House

Registered Nurse Level 3 \$49,324 - \$53,723, Canberra (PN. 8323)

Closing date: 7 June 2001
 Duties: Manage the promotion of an optimum environment for the provision of a high level of Palliative care, improving the potential quality of life for the patient and their carer.
 Eligibility/other requirements: Current registration as a Registered Nurse with the ACT Nurses Board.
 Note: 56 hours after hours co-ordinator TTY 6201 6127

Contact Officer: Sr Berenice Stubbs (02) 6273 0336
 Selection documentation may be obtained from Susan Granger (02) 6273 0336
 Apply: 07
 CC: 148-9094-17781

ACTION

**South Business Unit
 Maintenance – Cleaner/Fueller**

General Service Officer Class 4.2 \$26,989 pa, Canberra (PN. Expected Vacancy)

Closing date: 7 June 2001
 Duties: Ensure all ACTION's vehicles are fuelled, cleaned and detailed in accordance with ACTION's standards. Perform minor servicing of vehicles and equipment, eg: maintain oil and coolant levels. Maintain the work area in a clean and safe condition and maintain cleaning supplies.
 Eligibility/other requirements: Tasks and responsibilities are undertaken as required by ACTION's Quality System.
 Note: 38 hours per week.
 Contact Officer: Neil Hardy (02) 6207 7540
 Selection documentation may be obtained from 24 Hour Answering Service (02) 6207 8076
 Apply: 08
 CC: 148-9027-17791

CHIEF MINISTER'S DEPARTMENT

The InTACT Group

**ADMINISTRATIVE SERVICE OFFICER CLASS 6
 CORPORATE SUPPORT, PN 14503
 PERMANENT
 SALARY \$44,503 to \$51,121
 LOCATION: CALLAM OFFICES, WODEN, ACT
 Applications Close:
 7 JUNE 2001**

Applications to be forwarded to:
 Recruitment Officer
 GPO Box 158
 Canberra City ACT 2601

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

The position of ASO 6 Corporate Support is responsible for assisting the Manager HR and Strategic Planning to coordinate all parliamentary responses, briefings for government and management and adhoc requests for information. The person filling this role will also provide assistance and input into InTACT's strategic planning process.

The occupant will assist InTACT to meet its obligations to government and its customers by developing systems and processes for the planning and monitoring of these corporate support activities. The occupant may also be required to provide secretariat services to a range of forums either within InTACT or more broadly across ACT government. The person in this role will have excellent organisation, communication and management skills with a focus on the quality and timeliness of outcomes.

Contact Officer's name and telephone number for queries regarding position: Karina Duffey on (02) 6207 5117
Selection Documentation may be obtained from Nicole Morris on (02) 6207 8922
CC: 148-9043-17177

**SENIOR OFFICER GRADE C
 Staff Development, Workplace Relations and Facilities Management Officer
 PN 14504
 PERMANENT
 SALARY \$56,346 to \$60,755
 LOCATION: CALLAM OFFICES, WODEN, ACT**

Applications Close:
 7 June 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

The Staff Development, Workplace Relations and Facilities Management Officer is responsible for InTACT's professional development framework, the ongoing management of workplace relations issues, management of career transition strategies and oversight of occupational health and safety processes. This position is also responsible for Facilities Management within the InTACT Group. The occupant will develop strategies, develop and maintain systems, policies and procedures, provide advice to managers and staff and organise and support consultative committees within InTACT.

The person in this role will have excellent communication, negotiation and liaison skills. They will have a sound understanding of HR and WR policies and practices and a commitment to ensuring the skill levels of staff within InTACT are developed in line with the organisation's business objectives and budgetary constraints.

Contact Officer's name and telephone number for queries regarding position: Karina Duffey on (02) 6207 5117

Contact Officer for Selection Documentation
Nicole Morris on (02) 6207 8922
CC: 148-9043-17177

**SENIOR OFFICER GRADE C
TEAM LEADER, SECURITY
PN 14259
PERMANENT
SALARY \$56,346 TO \$60,755
LOCATION: CALLAM OFFICES, WODEN, ACT
Applications Close:
7 JUNE 2001**

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

Position Description

Manage an integrated team charged with the delivery of IT Security services to all areas of InTACT and clients under agreed service levels.

This position is responsible to the Manager Communications and Security for the development and maintenance of security services to all areas of InTACT and client agencies, including the coordination of multi-function teams that deliver that service. Specifically the occupant will be responsible for ensuring all services and resources are established and maintained to meet, and exceed, contracted requirements.

Note: Salary point may be negotiable under an Australian Workplace Agreement depending on qualifications and experience.

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

Richard Hart on (02) 6207 5013
Contact Officer for Selection Documentation:
Nicole Morris on (02) 6207 8922
CC: 148-9043-17177

**SENIOR OFFICER GRADE C
MANAGER, QUALITY AND STRATEGIC
PLANNING
PN 14255
PERMANENT
SALARY \$56,346 TO \$60,755
LOCATION: CALLAM OFFICES, WODEN, ACT**

**Applications Close:
7 JUNE 2001
Applications to be forwarded to:**
Recruitment Officer
GPO Box 158
Canberra City ACT 2601
or email to: in tact.recruitment@act.gov.au
Position Description

The position of Manager, Quality and Strategic Planning is responsible to the Manager, HR and Strategic Planning for the development, implementation and continuous improvement of quality management processes and procedures within InTACT, and for the management and facilitation of internal strategic planning activities.

The occupant will manage the quality system to ensure InTACT attains and maintains quality certification status. The person in this role will be responsive to InTACT's Quality Management Working Group, will provide advice in relation to policy and implementation and will oversee ongoing process improvement in relation to quality issues.

The person in this role will also develop and maintain InTACT's planning framework, processes and cycles, assisting managers and staff to meet their obligations in relation to meeting business outcomes.

Note: Salary point may be negotiable under an Australian Workplace Agreement depending on qualifications and experience.

Contact Officer's name and telephone number for queries regarding position
Karina Duffey on (02) 6207 5117
Contact Officer for Selection Documentation
Nicole Morris on (02) 6207 8922
CC: 148-9043-17177

**ACT Information Services
Information Management Policy
Administrative Service Officer Class 5
(PN: 55727)
\$44,503 - \$51,121 pa**

This position reports to the manager, Information Policy and is primarily responsible, under general direction, for undertaking a range of administrative and organisational functions to support the business outcomes of the unit. Contribute to the development of Information Management Policy. Assist in the management and delivery of Information Management Policy.
Contact Officer: Ken Douglas on (02) 6207 5014

EMPLOYMENT (Continued)

Selection criteria and information pack may be obtained by calling Sarah McInnes on (02) 6205 0904 and is also available from www.act.gov.au/recruitment/cmdindex.asp
Apply 06 or via email
 recruitment.officer@act.gov.au
 CC: 148-9085-17763

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

The key role of Canberra Connect is to provide enhanced information and transactional services for the citizens and small businesses of the ACT, as well as facilitating the redesign, streamlining, enhancement and expansion of these services. Services will be provided via Shopfronts, Call Centre and Internet.

**ACT Information Services
 Canberra Connect
 Online Administrator
 Administrative Service Officer Class 5
 (PN: 55731)
 \$44,503 - \$51,121 pa**

Canberra Connect is seeking an enthusiastic person to join the Web Portal team as Online Administrator who is responsible under general direction, for the administration of Canberra Connect online service activities. Key responsibilities include: statistical monitoring, analysis and reporting of online responsibilities; administration of the ACT Functional Directory; database administration of content ownership and editing workflows; and assisting in the development and maintenance of online facilities. The successful applicant will have strong organisational, planning and administration skills as well as a proven ability in administering web workflow processes and analysing trends in web usage.

Contact: Craig Whelan on (02) 6205 0612.
 Selection criteria and information pack may be obtained by calling Sandy Schumacher on (02) 6205 0477 and is also available from www.act.gov.au/recruitment/cmdindex.asp
Apply 06 or via email
 recruitment.officer@act.gov.au
 CC: 148-9085-17763

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 Supreme Court

**Administrative Service Officer Class 5
 \$41,207 – 43,694, Canberra (PN. 43610)**

Closing date: 7 June 2001
 Duties: This position is responsible for the overall daily management of the Sheriffs' /Bailiffs' Unit. Duties include the answering of complex enquiries relating to the activities of the section and the provision of advice and support on Court practices and procedures and relevant legislation; the review of practices and procedures as a result of legislative changes; the identification of client service problems and issues; organise and conduct Court visits.

Note: This is a temporary vacancy available until 26 July 2002

Contact Officer: Darren Solomons
 (02) 6267 2785
 Selection documentation may be obtained from Nancy Whitbread (02) 6267 2706
 Apply: 28
 CC: 148-9012-16915

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Information for applicants including duty statements, selection criteria are accessible on the Internet at the following address:
<http://www.decs.act.gov.au/department/department.htm> or may be requested using email to decs.jobs@act.gov.au. 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.

Aranda Primary School

**Teacher Level 4, Principal 5 \$68730-83730,
 Canberra (PN. 1754)**

Closing date: 7 June 2001
 Duties: Provide high level professional leadership and resourceful management to the Aranda Primary School community. Promote innovation and operate within the policies and procedure of the department.
 Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

Contact Officer: Maria Pintos Lopez
 (02) 6205 7194
 Selection documentation may be obtained from Narelle Hargreaves (02) 6205 7194
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

EMPLOYMENT (Continued)**North Ainslie Primary School**

Teacher Level 4, Principal 5 \$68,730-\$83,730, Canberra (PN. 1753, expected vacancy)

Closing date: 7 June 2001

Duties: Provide high level professional leadership and resourceful management to the North Ainslie Primary School community. Promote innovation and operate within the policies and procedures of the Department. Eligibility/other requirements: A minimum of four years full time (or equivalent) tertiary study leading to award of a recognised teaching qualification.

Contact Officer: Narelle Hargreaves
(02) 6205 7194

Selection documentation may be obtained from Maria Pintos-Lopez (02) 6205 7194
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Urambi Primary School

Teacher Level 3, Principal 3 \$59,700-\$65,730, Canberra (PN. 4042)

Closing date: 7 June 2001

Duties: Assume responsibility for the general management of the school, including financial, resource and human resource management, in accord with the policies developed in cooperation with the School Board and the administrative directions of the Chief Executive of the Department of Education and Community Services.

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

Contact Officer: Helen Burfitt (02) 6205 7200
Selection documentation may be obtained from Pam Drummond (02) 6205 7200
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Cook Primary School

Teacher Level 3, Principal 2 \$59,700-\$65,730, Canberra (PN. 4138 expected vacancy)

Closing date: 7 June 2001

Duties: Provide high level professional leadership and resourceful management to the Cook Primary School community. Promote innovation and operate within the policies and procedures of the Department. Eligibility/other requirements: A minimum of four years full time (or equivalent) tertiary study leading to award of a recognised teaching qualification.

Contact Officer: Narelle Hargreaves
(02) 6205 7194

Selection documentation may be obtained from Maria Pintos-Lopez (02) 6205 7194
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Taylor Primary School

Teacher Level 3, Principal 3 \$59,700-\$65,730, Canberra (PN. 4149)

Closing date: 7 June 2001

Duties: Provide high level professional leadership and resourceful management to the Taylor Primary School community. Promote innovation and operate within the policies and procedures of the Department. Eligibility/other requirements: A minimum of four years full time (or equivalent) tertiary study leading to award of a recognised teaching qualification.

Contact Officer: Helen Burfitt (02) 6205 7200
Selection documentation may be obtained from Pam Drummond (02) 6205 7200
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Telopea Park School

Teacher Level 2 \$56,100, Canberra (PN. 1963, expected vacancy)

Closing date: 7 June 2001

Duties: Assist with developmental and implementation of overall policy in accordance with the terms of the Binational Agreement, Board policy and the policies of the ACT Department of Education and the French Government.

Eligibility/other requirements: A minimum of four years full time (or equivalent) tertiary study leading to award of a recognised teaching qualification. Ability to communicate in French is highly desirable.

Contact Officer: Trish Wilks (02) 6205 5599
Selection documentation may be obtained from Lynn Jones (02) 6205 5599
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Lanyon High School

Teacher Level 2 \$56,100, Canberra (PN. 2257)

Closing date: 7 June 2001

Duties: Provide leadership in and accept responsibility for: the management of a sub-school and staff support; the supervision of staff, including professional development of teachers and administrative staff, associated with a particular curriculum block; and the implementation of the High Schools for the New Millennium project.

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

EMPLOYMENT (Continued)

Contact Officer: Glenys Patulny (02) 6205 7676
 Selection documentation may be obtained from
 Caroline White (02) 6205 7676
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Lanyon High School**Teacher Level 2 \$56,100, Canberra (PN. 1968)**

Closing date: 7 June 2001
 Duties: Provide leadership in and accept responsibility for: the management of a home school; the supervision of staff, including professional development of teachers and administrative staff, associated with a particular curriculum area; and the implementation of the middle school concept in the curriculum area of Maths, Science, Physical Education and Health.
 Eligibility/other requirements: A minimum of four years full time (or equivalent) tertiary study leading to award of a recognised teaching qualification.

Contact Officer: Glenys Patulny (02) 6205 7676
 Selection documentation may be obtained from
 Caroline White (02) 6205 7676
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

**Education and Training Division
 School Programs Branch
 Year 11/12 Assessment and Certification
 Section**

Senior Information Technology Officer Grade C \$56,347-\$60,755, Canberra (PN. 12004)

Closing date: 7 June 2001
 Duties: Provide IT support to the ACT Board of Senior Secondary Studies Technical Advisor particularly in the areas of database analysis, maintenance and reporting using SQL server and Crystal Reports.

Contact Officer: Michael Haigh (02) 6205 7174
 Selection documentation may be obtained from
 Michael Haigh (02) 6205 7174
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Belconnen High School**Administrative Service Officer Class 6 \$44,504-\$51,121, Canberra (PN.32170)**

Closing date: 7 June 2001
 Duties: Under Limited Direction, provide high level support to the Principal in developing policies and procedures relating to the administration and School Based Management of Belconnen High School.
 Contact Officer: Mr Dennis Flannery (02) 6205 6844

Selection documentation may be obtained from the Contact Officer (02) 6205 6844
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Urambi Primary School**Administrative Service Officer Class 4 \$36,945-\$40,113, Canberra (PN 605 expected vacancy)**

Closing date: 7 June 2001
 Duties: Ability to maintain financial records and assist in the preparation of annual budgets according to Departmental policies and procedures; capacity to use computerised equipment and Education Department systems and programs. Ability to provide administrative support to the School Board, Principal and staff with a high degree of integrity and discretion; ability to prepare appropriate minutes and reports for signature by the Principal.

Contact Officer: Jackie Yeo (02) 6205 7444
 Selection documentation may be obtained from the Contact Officer (02) 6205 7444
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

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

Administrative Service Officer Class 4 \$36,945-\$40,113, Canberra (PN. 2108)

Closing date: 7 June 2001
 Duties: Provide administrative support for IT Support Section. Liaise with both departmental staff and schools with regard to hardware and software requirements. Provide Administrative support to Senior staff as required.

Contact Officer: Robert Schaidreiter (02) 6205 5484
 Selection documentation may be obtained from Robert Schaidreiter (02) 6205 5484
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Belconnen High School**School Assistant 2 \$24,747-\$27,442, Canberra (PN.32227)**

Closing date: 7 June 2001
 Duties: Provide general assistance of a supportive nature to teachers by assisting students with a range of disabilities, in school routines and activities.

Contact Officer: Narelle Walker (02) 6205 6844
 Selection documentation may be obtained from Helen Stewart (02) 6205 6844
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

EMPLOYMENT (Continued)**Florey Primary School****School Assistant 2 \$24,747-\$27,442, Canberra (PN. 1008, expected vacancy)**

Closing date: 7 June 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: Sheila Cassie (02) 6205 8011
Selection documentation may be obtained from Sheila Cassie (02) 6205 8011
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Turner Primary School**School Assistant 2 \$24,747-\$27,442, Canberra (PN. 1062 and 3052)**

Closing date: 7 June 2001

Duties: Support teaching and therapy staff in: a class of 8 students with disabilities, working with a teacher full time; supporting and extending the overall principles of the school and the integration program.

Note: This job requires a deal of lifting of students.

Contact Officer: Helen Smith (02) 6205 6622
Selection documentation may be obtained from Helen Smith (02) 6205 6622
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Belconnen High School**Building Service Officer 1 \$26,313-\$27,344, Canberra (PN.1506)**

Closing date: 7 June 2001

Duties: Assume responsibilities for security of school buildings, furniture, fittings, and equipment during school hours. Maintain the school, including grounds, in a clean and tidy condition, with particular regard for safety and security hazards.

Note: Previous applicants need to reapply.

Contact Officer: Narelle Walker (02) 6205 6844
Selection documentation may be obtained from Helen Stewart (02) 6205 6844
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Gold Creek School Primary Site**Building Service Officer Class 1 \$26,613-\$27,344, Canberra (PN. 31120, expected vacancy)**

Closing date: 7 June 2001

Duties: Assume responsibility for the security of school buildings, furniture, fittings and equipment during duty hours. Maintain the school, including grounds, in a clean and tidy condition, with particular regard for safety and security hazards. Undertake minor repairs to buildings, fittings, furniture and equipment.

Contact Officer: Beverley Ellero (02) 6205 2963
Selection documentation may be obtained from Beverley Ellero (02) 6205 2963
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Gold Creek School**Administrative Service Officer Class 6 \$44,504-\$51,121, Canberra (PN. 33679)**

Closing date: 7 June 2001

Duties: The person selected for this position will need to provide high level support to the Principal in the management of school finances and resources, including budgets and Departmental returns.

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

CANBERRA INSTITUTE OF TECHNOLOGY**Division of Corporate Services
Technology Support Group****Information Technology Officer Class 2 \$44,503 - \$51,121, Canberra (PN. 55485 and 55486)**

Closing date: 7 June 2001

Duties: As part of an integrated client based team, provide high-level complex technical support, maintenance, diagnosis and resolution of hardware and software problems for desktop, server and network equipment. Technical skills preferably in one or more of Novell Netware, Microsoft Operating Systems, Unix/Linux Operating System, Virtual Private Networks, SMS and/or SQL. In addition, a second area of IT speciality in an emerging IT area such as XML, LDAP would be beneficial.

Note: 55485 is for permanent filling. 55486 is for temporary transfer or temporary employment for a period of 2 years.

Contact Officer: Claire Hughes (02) 6207 4225
Selection documentation may be obtained from Robert Hill (02) 6207 3225 or email
robert.hill@act.gov.au

EMPLOYMENT (Continued)

Apply: 11
CC: 148-9024-17904

**Division of Corporate Services
Technology Support Group**

**Information Technology Officer Class 1
\$35,774 - \$40,904, Canberra
(PN. 55487 and 55488)**

Closing date: 7 June 2001

Duties: As part of an integrated client based team, provide technical support, maintenance, diagnosis and resolution of hardware and software problems for desktop, server and network equipment. Technical skills preferably in one or more of Novell Netware, Microsoft Operating Systems, Unix/Linux Operating System, Virtual Private Networks, SMS and/or SQL. In addition, a second area of IT speciality in an emerging IT area such as XML, LDAP would be beneficial.

Note: 55487 is for permanent filling. 55488 is for temporary transfer or temporary employment for a period of 2 years.

Contact Officer: Claire Hughes (02) 6207 4225
Selection documentation may be obtained from Robert Hill (02) 6207 3225 or email robert.hill@act.gov.au

Apply: 11
CC: 148-9024-17904

**Division of Corporate Services
Records Management Unit**

**Administrative Service Officer Class 3
\$33,147 - \$35,774, Canberra (PN. 54824)**

Closing date: 7 June 2001

Duties: As a member of a team, undertake a range of file management functions, including classifying and registering new file requests, file sentencing, disposal and upkeep of file repositories. Other duties include, training staff on records management policy and procedures, upkeep of the electronic records management system and assist with sorting and dispatch of CIT mail.

Contact Officer: Angelo Santosuosso
(02) 6207 3142

Selection documentation may be obtained from Angelo Santosuosso (02) 6207 3142 or via e-mail angelo.santosuosso@cit.act.edu.au

Apply: 11
CC: 148-9024-17904

**Education Delivery Program
Faculty of Communication and Community
Services
Faculty Management Unit**

The Faculty has a number of vacancies in our Client Service/Finance area. Persons interested in applying for these positions should possess sound experience in communicating with clients from diverse backgrounds, with sensitivity and confidentiality; demonstrated organisational, administrative and liaison skills; initiative and the ability to work under minimal supervision; experience with on-line computer information systems, software packages and the ability to learn and operate a Student Information Management System and/or a Financial Reporting Management System.

**Administrative Service Officer Class 2,
\$29,102-\$32,271, several positions, Canberra.
(PN. 55037 & 55042) Full time.
(PN. 55041) 2 year contract, part time 26 hours
15 minutes per week.
(PN. 55046) Part time, 18 hours 45 minutes per
week.**

Duties: Provide general administrative support to the Faculty Management Unit. Answer telephone and counter enquiries received from clients. Assist with planning and implementation of the student enrolment and re-enrolment processes. Maintain student records and enter data on our Student Information Management System (Banner).

**Administrative Service Officer Class 2,
\$29,102-\$32,271, Canberra. (PN. 55047) 2 year
contract.**

Operate and maintain the Student Information Management System (Banner) for the Australian Capital Centre for English Language. Perform a range of student administration functions and routine office duties. Provide a telephone and counter reception function for international students and the public.

Note: Applicants should have excellent communication skills, the ability to deal with clients from culturally diverse backgrounds and sound computing skills.

**Administrative Service Officer Class 2,
\$29,102-\$32,271, Canberra.
(PN. 54999) 1 year contract, part time 25 hours
per week.**

Duties: Operate and maintain the Adult Migrant Records Management System and the Student Information Management System (Banner). Perform a range of student administration functions and routine office duties. Prepare student competency statements. Liaise with government departments and private agencies. Provide a telephone and counter reception function for students and the public.

**Administrative Service Officer Class 3,
\$33,147-\$35,774, Canberra (PN. 55331)**

Duties: Manage the Help Desk facilities in an out-posted department, control work flow and supervise client service officers in a small busy office. Assist with planning and implementation of the enrolment and re-enrolment process and answer the more complex enquiries received from clients.

EMPLOYMENT (Continued)

**Administrative Service Officer Class 3,
\$33,147-\$35,774, Canberra
(PN. 55483) Part time 22 hours 30 minutes per
week
(PN. 55484) Full time.**

Duties: Oversee the examination, payment of accounts, arrange purchase of goods and services and assist with asset control. Prepare monthly reports using a Financial Reporting Management System, maintain the Casual Teachers System and liaise with Heads of Department regarding casual teacher contracts.

Note, this is a multi campus faculty and positions may be located on our Reid, Southside or Bruce Campus.

Contact Officer: Mr Tim Hutson (02) 6207 4925
Selection documentation may be obtained from Mr Andrew Tsipiras (02) 6207 4894
Closing Date: 7 June 2001
Apply: 37
CC: 148-9024-17271

**Division of Learning Services
Academic Records Unit
Application Support & Data Management Group**

**Administrative Service Officer Class 2
\$29,102-\$32,271, Canberra (PN. 54023)**

Closing date: 7 June 2001
Duties: Liaise with students, teachers, the general public and government agencies in relation to routine academic records matters. Attend to routine student records, counter, telephone and written enquiries. Prepare routine correspondence relating to student records. Maintain manual and computerised student records systems.
Contact Officer: Brad Imhoff (02) 6207 4015
Selection documentation may be obtained from Yvonne Stephens (02) 6207 4113
Apply: 11
CC: 148-9024-18549

**Division of Corporate Services
Human Resources Unit
Workplace Practices**

**Administrative Service Officer Class 6
\$44,503-\$51,121, Canberra (PN.55489)**

Closing date: 7 June 2001
Duties: Work with managers to develop, implement and review Employee Relations proposals and strategies to provide for flexible, innovative and efficient employment arrangements. Undertake research and representative tasks associated with the resolution of employee relations issues including appearance before the Australian Industrial Relations Commission (AIRC). Have well developed representation, negotiation and research skills.

Contact Officer: Laura Marks (02) 6207 3561
Selection documentation may be obtained from Roz Tuff (02) 6207 3573
Apply: 11
CC: 148-9024-17904

**Education Delivery Program
Faculty of Communication and Community
Services
Community Development**

Teacher Band II, \$62,155, Canberra (PN. 51877)

Duties: As Head of Department provide professional educational leadership in delivery, supervision, training and professional development; review and evaluate all educational programs offered by the department; utilise financial, human and physical resources to achieve performance agreements.

Eligibility/other requirements:
MANDATORY: A degree or Diploma in Adult education or equivalent. Three years experience in TAFE or similar environment. Industry experience and relevant discipline qualifications.

Note: This position is available for temporary transfer or temporary employment for a 2 year contract with possible further 1 year extensions up to a maximum of 5 years.

Contact Officer: Kaye O'Hara (02) 6207 4963
Selection documentation may be obtained from Kate Jones (02) 6207 4901
Closing date: 7 June 2001
Apply: 37
CC: 148-9024-17271

DEPARTMENT OF URBAN SERVICES

**Operations Group
ACT Forests
Business Management Section**

**Administrative Service Officer Class 4
\$37,491-\$40,705 NP
Canberra**

Closing Date: 07-Jun-01

Duties: The Business Management Section provides a range of corporate services to ACT Forests including financial and management accounting, accounts payable and purchasing, accounts receivable, public contact, cash management, fixed asset management, human resources support/liason and records management. Under limited direction of the Business Manager process accounts payable and receivable through ACT Forests' financial system, in accordance with government and agency timelines and guidelines. Reconcile monthly cash at bank, debtors, creditors, and estimated liability reports to general ledger, and ensure their accuracy.
Other requirements / Qualifications Current drivers licence. Ability to provide administrative or operational support to fire management programs, which may require the ability to pass a fire fighter fitness assessment.

EMPLOYMENT (Continued)

Note: This position is located at ACT Forests' Headquarters at Stromlo.

Contact Officer and Selection documentation:

Adam Groves (02) 6207 2537 or
adam.groves@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: 148-9029 16940

Operations Group

ACT Procurement Solutions Branch

ACT Projects Section

Professional Officer Class 2

\$45,152-\$50,305 Several Positions

Canberra

Closing Date: 07-Jun-01

Duties include the management/purchasing and coordination of a range of construction projects from the preparation of briefs to financial completion, including preparation of project briefs; monitoring the progress of projects during investigation, design and construction and the preparation of recommendations, reports and submissions.

Other requirements / Qualifications

Degree or diploma in Architecture, Landscape Architecture, or related field, eligibility for membership of the relevant Professional Institute in Australia and experience in the construction industry.

Contact Officer: David Evans (02) 6207 6345 or david.evans@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

DEPARTMENT OF TREASURY

ACT Revenue Office

Taxation Services

ACTAX Conversion Project

Project Manager

Senior Officer Grade B (Manager), (PN: 55370)

Salary Range \$66,577 - \$86,587p.a

Closing Date: 7 June 2001

Canberra

Job Profile: The position is primarily responsible and accountable, under broad direction, for the successful completion of the ACTAX Conversion project. The project will see the upgrade of ACTAX, which is the ACT Government's taxation management computer system to a more modern language and add new and improved functionality.

Duties: Prepare detailed project objectives, a project plan, milestone chart and budget. In accordance with ACT Government Purchasing policies, prepare request for tender documentation, tender evaluation plan and convene a panel to select a contractor to undertake the reprogramming of ACTAX

Qualifications: Tertiary qualifications desirable. Formal Project Management training and/or experience in managing IT related projects desirable.

Note: This is a temporary position and will be offered either as a fixed term contract for a period of 18 months, or as a period of temporary assignment. The starting salary point is negotiable under an Australian Workplace Agreement, depending on skills and qualifications and experience.

Contacts: Contact officer Stan Callaghan, on (02)6207 0066. Selection criteria and information pack may be obtained by calling Vone Manthongy on (02) 6207 0009 and is also available from

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

Apply 35 or via email

recruitment.officer@act.gov.au

CC: 148-9042-17176

Senior Officer Grade A (Manager Level 4),

(PN: 55059)

Salary Range \$77,321 - \$92,742p.a

Closing Date: 7 June 2001

Canberra

Job Profile: As a senior manager, under broad direction and with a high degree of independence: Direct and supervise the operations of the Section responsible for, The Customer Services Centre; Stamp duty assessments; Acceptance and follow-up of returns in relation to self assessed taxes; Providing a tax advisory service; and Issuing licences related to tax laws. Provide high level specialist skills/expertise/advice to the Treasurer, senior officers and other customers on taxation revenue issues.

Qualifications: Tertiary qualifications in law, economics or accounting are desirable.

Note: The starting salary point is negotiable under an Australian Workplace Agreement, depending on skills and qualifications and experience. Occupants can be rotated to other positions at the same level within the Revenue Management Branch as required.

Contacts: Contact officer Graeme Dowell, on (02)6207 0010. Selection criteria and information pack may be obtained by calling Vone Manthongy on (02)6207 0009 and is also available from

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

Apply 35 or via email

recruitment.officer@act.gov.au

CC: 148-9042-17176

EMPLOYMENT (Continued)

**Policy, Legislation and Project
Senior Officer Grade A (Manager Level 4)
(PN: 42004)**

Salary Range \$77,321 - \$92,742p.a

Closing Date: 7 June 2001

Canberra

Job Profile: As a senior manager, under broad direction and with a high degree of independence: Direct and supervise the operations of the Section responsible for the development of taxation revenue policy and legislation, provision of revenue estimates and administration of Branch. Provide high level specialist skills/expertise/advice to the Treasurer, senior officers and other customers on taxation revenue issues.

Qualifications: Tertiary qualifications in law, economics or accounting are desirable.

Note: The starting salary point is negotiable under an Australian Workplace Agreement, depending on skills and qualifications and experience. Occupants can be rotated to other positions at the same level within the Revenue Management Branch as required.

Contacts: Contact officer Graeme Dowell, on (02)6207 0010. Selection criteria and information pack may be obtained by calling Vone Manthongsy on (02)6207 0009 and is also available from

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

Apply 35 or via email

recruitment.officer@act.gov.au

CC: 148-9042-17176

Appointments

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

Professional Officer Class 2, \$44,503-\$49,736

Christopher Kelly: 608-83175, Section 68,
24/5/01

CC: 148-9011-16889

Professional Officer Clas 1, \$31,034-\$43,539

Katayoon Yazdani: 741-18546, Section 68,
4/6/01

CC: 148-9011-16889

ACT COMMUNITY CARE

Dental Assistant Level 1 \$22,399 - \$23,947

Chandra Gunaratna: 740-99816,
Section 68 and 70(1), 8 May 2001

CC: 148-9009-16860

Dental Assistant Level 1 \$22,399 - \$23,947

Anne Duffy: 740-93916, Section 68 and 70(1),
10 May 2001

CC: 148-9009-16860

**Disability Support Officer Level 1 \$27,437 -
\$28,536**

Esteban Gonzalez: 741-03598,
Section 68 and 70(1), 10 May 2001
CC: 148-9009-16861

**Disability Support Officer Level 1
\$27,437 - \$28,536**

Jamie Richardson: 741-03678,
Section 68 and 70(1), 10 May 2001
CC: 148-9009-16861

**Disability Support Officer Level 1
\$27,437 - \$28,536**

Jennifer Greenham: 741-03627,
Section 68 and 70(1), 10 May 2001
CC: 148-9009-16861

**Disability Support Officer Level 1
\$27,437 - \$28,536**

Jamie Richardson: 741-03678,
Section 68 and 70(1), 10 May 2001
CC: 148-9009-16861

**Disability Support Officer Level 1
\$27,437 - \$28,536**

Phillip McLauchlan: 741-03635,
Section 68 and 70(1), 10 May 2001
CC: 148-9009-16861

**Disability Support Officer Level 1
\$27,437 - \$28,536**

Kellie Trethewey: 741-03619,
Section 68 and 70(1), 10 May 2001
CC: 148-9009-16861

**Disability Support Program Level 1
\$27,437 - \$28,536**

Jodi Mills: 741-03600,
Section 68 and 70(1), 10 May 2001
CC: 148-9009-16861

**Administrative Support Officer Class 6
\$43,545 - \$50,020**

Anthony Futia: 741-03483,
Section 68 and 70(1), 14 May 2001
CC: 148-9009-17798

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

Linda Roberts: 741-03539, Section 68 and 70(1),
10 May 2001
CC: 148-9009-17798

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

Jane Fraser: 740-99736, Section 68 and 70(1),
10 May 2001
CC: 148-9009-17798

ACTION

Senior Officer Grade B \$65,271-\$73,479

P Rainbird: 765-48750, Section 68, 18.12.00
CC: 148-9027-17791

EMPLOYMENT (Continued)

CHIEF MINISTER'S DEPARTMENT

Business ACT

Phillip Leigh Melville AGS NO 760-74700
 Administrative Service Officer Class 5
 \$41,207- \$43,694p.a
 Chief Minister's Department
 Section 68 10 May 2001
 CC: 148-9031-17299

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Administrative Service Officer Class 2

\$291,02-\$32,271
 Garvin John Francis 755-69736, Section 68(1),
 11 May 2001
 CC: 148-9013-16917

Transfer

DEPARTMENT OF URBAN SERVICES

Christine Coulter AGS Number 527 59086.

From: Administrative Service Officer Class 3
 \$33,147-\$35,774.
 ACT Library and Information Services Section
To: Administrative Service Officer Class 3
 \$33,147-\$35,774.
 Operations Group
 Information Planning and Services Branch
 PN 34355.
 Gazette Number13, Gazette Date 29/03/2001.
Note: This transfer is to an advertised vacancy
 at level and is not appellable.
CC: 148-9016 16920

COMMUNITY AND HEALTH SERVICES COMPLAINTS COMMISSIONER

Anthony Doyle: 327-21566

From: PEO C \$56,042-\$60,577
 Health Insurance Commission
To: Senior Officer Grade C \$56,346-\$60,755
 Community and Health Services Complaints
 Commissioner, Canberra (PN. 23783) (Staff
 Bulletin of 29/3/01)
 CC: 6291

Promotions

Promotions under the *Public Sector Management Act 1994*

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

A. APPEALS

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

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

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

YOU MAY ALSO APPEAL IF:

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

YOU CAN NOT APPEAL WHEN:

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

EMPLOYMENT (Continued)

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

WHEN TO LODGE APPEALS

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

EMPLOYMENT (Continued)

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

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

WHERE TO LODGE APPEALS

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

ADVICE TO PROMOTEES AND APPELLANTS

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

If a party fails to provide a statement, MPC staff will remind the party or department of this requirement, and may, on request and in exceptional circumstances grant an extension of time. However, the PAC has the discretion to determine the case even if the statement is not provided. Your statement in support of your case is a significant document in PAC deliberations, and is used to decide whether personal hearings will be necessary. If you fail to make a reasonable case for greater efficiency in your statement, you may find that the PAC proceeds to determine your case without interviews. As a party to an appeal, you are entitled to access to:

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

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

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

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

CONTENT OF STATEMENTS

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

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

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

PAC PROCEDURES

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

EMPLOYMENT (Continued)

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**.

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.

EMPLOYMENT (Continued)

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 Integrated Health Care Program

Sonia Hogan: 261-29347

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

ACT Community Care

To: † Registered Nurse 3.5 \$53,236

Integrated Health Care Program ACT Community Care, Canberra (PN.28308) 1 February 2001

CC: 148-9009-17798

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Schools Directorate Branch Student Participation Section

Susan Rudgard Riley: 027-48282

From: Teacher Level 1 \$36,000-\$50,500
Department of Education and Community Services

To: † Teacher Level 2 \$56,100

Student Participation Section, Department of Education and Community Services, Canberra (PN. 33760) (No. 7, 15 February 2001)

Campbell Primary School

Maureen Anne Campbell: 328-82255

From: Teacher Level 2 \$56,100
Department of Education and Community Services

To: † Teacher Level 3 \$59,700-\$65,730

Campbell Primary School, Department of Education and Community Services, Canberra (PN. 4001) (No. 9, 1 March 2001)

CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY

Division of Learning Services Library and Learning Centre

Gabrielle LANCASTER: 744-92597

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

Library Reid Campus, Library and Learning Centre, Canberra

To: Professional Officer Class 1, \$31,034-\$43,539

Library Bruce Campus, Library and Learning Centre, Canberra (PN. 54244), (Gazette No. 214, 22 March 2001)

Note: This promotion is made subject to the appeal provisions under Clause 8 of the Canberra Institute of Technology (Non-teaching Staff) Certified Agreement 2000-2002. Officers wishing to appeal this promotion should address their appeal to the Manager,

Human Resource Management Unit, Canberra Institute of Technology, PO Box 826, Canberra ACT 2601 within 14 days of gazettal of this promotion.
CC: 148-9024-18549

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.

Policy Coordination Group

Rosemary Garrett AGS Number 543 42348.

From Senior Officer Grade C \$56,346-\$60,755

Road Transport Section

To = Senior Officer Grade B

\$66,577-\$74,949

Road Transport Section

PN 24713 Gazette 24-May-01

CC: 148-9023 16929

ACT LEGISLATIVE ASSEMBLY

Chamber Support and Education

Thomas Duncan: 314 71315

From: Senior Officer Grade B
ACT Legislative Assembly Secretariat

To: Senior Officer Grade A \$77,448

Chamber Support and Education Office, ACT Legislative Assembly Secretariat, Canberra (PN. CHED200) (17, 26 April 2001)

CC: 148-9014-17021

ACT Public Service Index of addresses

- 05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Public Hospital. PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 12 Customer Service Supervisor, Department of Education and

EMPLOYMENT (Continued)

- 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
- 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
S25	11 May	Draft Variation No. 176 to the Territory Plan for Bruce Central Precinct (Fern Hill)
S26	18 May	Pharmacists Registered in the A.C.T. under the <i>Pharmacists Act 1931</i> Optometrists Registered in the A.C.T. under the <i>Optometrists Act 1956</i> Chiropractors and Osteopaths Registered in the A.C.T. under the <i>Chiropractors and Osteopaths Act 1983</i>

GOVERNMENT NOTICES

AUSTRALIAN CAPITAL TERRITORY *INTERPRETATION ACT 1967* NOTIFICATION OF ENACTMENT BY LEGISLATIVE ASSEMBLY

UNDER subsection 8(1) of the *Interpretation Act 1967* and pursuant to sections 6 and 44 of the *Australian Capital Territory (Self-Government) Act 1988*, I GIVE NOTICE that the following laws have been passed by the Australian Capital Territory Legislative Assembly. Copies of the laws will be made available for purchase at the ACT Government Civic Shopfront on the corner of East Row and City Walk, Canberra City.

Date 18 May 2001

Brendan Smyth
 Acting Chief Minister

Short Title	No. and Year
Bail Amendment Act 2001	25 of 2001
Low-alcohol Liquor Subsidies Amendment Act 2001	26 of 2001
Road Transport Legislation Amendment Act 2001	27 of 2001
Government Procurement Act 2001	28 of 2001
Road Transport (Safety and Traffic Management) Amendment Act 2001	29 of 2001
Building Amendment Act 2001	30 of 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

NOTICE OF COMMENCEMENT

GAMING MACHINE AMENDMENT ACT 2000 NO 70

Under section 2 of the *Gaming Machine Amendment Act 2000 No 70*, I fix 1 June 2001 as the date of commencement of the Act.

Dated this 17th day of May 2001

Brendan Smyth
Acting Treasurer

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

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notice of Declaration of Public Roads – Division of Nicholls.	No. R21/01 of 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

APPOINTMENT

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

JENNIFER KAY WILLIAMS - NURSE

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 11th day of May 2001

RICHARD ANTHONY CLARKE
EXECUTIVE DIRECTOR
MENTAL HEALTH SERVICES

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

APPOINTMENT

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

DANIEL GILBERT FARROW - NURSE

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 14th day of May 2001

RICHARD ANTHONY CLARKE
EXECUTIVE DIRECTOR
MENTAL HEALTH SERVICES

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

Mental Health (Treatment and Care) Act 1994

APPOINTMENT OF MENTAL HEALTH OFFICERS

EXPLANATORY STATEMENT

Subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994* allows the appointment of Mental Health Officers. Under subsection 5(1) of the *Administration Act 1989* the Minister, on 14 December 2000, delegated his powers and functions under Section 119 of the *Mental Health (Treatment and Care) Act 1994* to the Executive Director of Mental Health Services, The Canberra Hospital.

The Instruments appointing these two Mental Health Officers are attached. This Instrument has been signed by the Executive Director, Mental Health Services, The Canberra Hospital.

These appointments are required to enable the officers to perform duties as Mental Health Officers under the *Mental Health (Treatment and Care) Act 1994*.

The appointed Mental Health Officers are public servants, and therefore, under paragraph 6 (a) of the *Statutory Appointments Act 1994*, the instrument appointing the Mental Health Officers is not a disallowable instrument.

GOVERNMENT NOTICES (Continued)

URBAN SERVICES

PLANNING AND LAND MANAGEMENT GROUP

MIXED USE COMMERCIAL, RESIDENTIAL AND COMMUNITY FACILITY DEVELOPMENT BLOCKS 7,10 AND 11 OF SECTION 56 CITY AND BLOCKS 23 AND 24 OF SECTION 35 CITY PRELIMINARY ASSESSMENT

Public comment is invited on the above Preliminary Assessment.

Copies of the Preliminary Assessment:

- may be inspected, or purchased at a cost of \$14.10 per copy, at the PALM Shopfront, Dame Pattie Menzies House, 16 Challis Street, Dickson, during normal office hours; and
- may be inspected at ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours.

Written submissions should be forwarded by 8 June 2001 to:

Manager – Planning Policy Section
Planning and Land Management Group
Urban Services Department
GPO Box 1908
CANBERRA ACT 2601

Alternately submissions may be made via email (eiapalm@act.gov.au) or fax (6207 2587). All submissions will go on a public register and access to submissions will be granted on request.

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY GOVERNMENT SOLICITOR ACT 1989

AUTHORITY

I, PHILIP JULIAN MITCHELL, Chief Solicitor, for the purposes of sub-section 5(4) of the Government Solicitor Act 1989 HEREBY AUTHORISE:

BELINDA KATE HAYWARD

Legal Practitioner of the Supreme Court of the Australian Capital Territory to act in the name of the Government Solicitor for the Australian Capital Territory.

P J Mitchell

15 May 2001

