



# Australian Capital Territory

# Gazette

No. 27, Thursday 5 July, 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](http://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](http://www.publishing.act.gov.au/pub/gazette/p&d.pdf). Alternatively, you may obtain a hard copy listing by contacting the gazette office.

### Private Notices

The fee for a private notice is as follows:

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

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

### Purchasing and Subscriptions

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

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# EMPLOYMENT

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## **ACT Public Service**

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### **Executive Contracts**

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#### **General Information**

##### Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

- an officer of the Australian Public Service (APS) applying for appointment (see section 115 of the Act)
- a former officer of the APS or ACTPS who has resigned, if:
  - \*they resigned to rear a child, after taking at least three months maternity or parental leave; and
  - \*they resigned within two years of the date of birth of the child for which the period of maternity leave was granted;

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

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

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

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

\* if still employed in that temporary job; and

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

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

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

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

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

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## **Vacancies**

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

**Population Health Division  
Health Protection Service  
ACT Government Analytical Laboratory  
Food and Environment Section**

**Technical Officer Level 3 \$38951-45147,  
Canberra (PN. 27929)**

**Closing date:** 19 July 2001

**Duties:** With limited guidance, test, trouble shoot and repair electronic air quality and laboratory instrumentation monitoring equipment using circuit diagrams and electronic test equipment. Install/commission electronic air quality monitoring and laboratory instrumentation. Develop, implement and conduct maintenance and quality assurance programs for air quality and laboratory instrumentation and regularly review instrument performance.

**Eligibility/other requirements:** Approved certificate from a Technical College or other approved qualification and experience.

**Contact Officer:** Wayne Riley (02) 62058718

**Selection documentation** may be obtained from Cathie McIntosh (02) 62051710

**Apply:** 20

**CC:** 148-9011-16889

**Central Office  
Health Strategy & Acute Services  
Data Management Unit**

**Senior Officer Grade B \$ 67,576-76,073  
Canberra (PN.24758)**

**Closing date:** 19 July 2001

**Duties:** Manage and direct the activities of the Data Management Unit under broad direction and in accordance with organisational strategic goals and business priorities. Exercise appropriate delegations. Ensure that the Department's health national and local minimum data set collections comply with agreed definitions collection time frames and reporting requirements. Assist in the development and

## EMPLOYMENT (Continued)

implementation of the Health and Community Care portfolio's Information Management Strategic Plan. Represent the Department in high level liaison and negotiation with local health information stakeholders as necessary to ensure data collections meet specific requirements. Provide high level advice to the Executive Management Team and others as appropriate on issues, policy and planning matters concerning data management, especially in regard to the Department's purchasing contracts with ACT Government health providers. Participate in cross-jurisdictional health information management working groups and committees as appropriate. Manage the operation of the portfolio's Data Quality Committee. Represent the Department on the National Health Data Committee (NHDC). Develop and maintain appropriate documentation of health information management processes, responsibilities, time frames, custodians and specifications. Eligibility/other requirements: A knowledge and understanding of the principles of workplace diversity, a participative workplace, a safe working environment and access and equity. Contact Officer: Kevin McDonald 62050836 Selection documentation may be obtained from Alison Colebrook 62050795 E-mail: alison.colebrook@act.gov.au Apply: 23 CC: 148-9011-16999

### **Central Office Health Strategy & Acute Services Hospital Contracts and Performance**

Administrative Services Officer Grade 6 \$ 45,171-51,888 Canberra (PN 29745/29748) Closing Date: 19 July 2001 Duties: Develop strategies for identifying patients needs and issues in relation to information and advice about access to waiting lists for elective surgery. Provide advice in relation to access to elective surgery. Assist in developing and implementing strategies to improve data collection and information systems in relation to waiting lists for elective surgery. Perform ongoing clerical audits of the elective surgery waiting list to ensure currency and accuracy of the list. Establish a telephone information service to provide information and advice to patients about waiting lists for elective surgery. Participate in the development and evaluation of strategic activities with team members in relation to access to elective surgery. Provide advice/support as required to the Theatre Utilisation Committee Eligibility/other requirements: A knowledge and understanding of the principles of workplace diversity, a participative workplace, a safe working environment and access and equity Note: One position is located at The Canberra Hospital and the other at Calvary Public Hospital

Contact Officer: Elaine Men 62051157 Selection documentation may be obtained from Alison Colebrook 62050795 E-mail: alison.colebrook@act.gov.au Apply: 23 CC: 148-9011-16999

### **OFFICE OF COMMUNITY AND HEALTH SERVICES COMPLAINTS COMMISSIONER - ACT**

#### **Administrative Service Officer Class 5. \$41,825-\$44,349, Canberra (PN. 23779)**

Closing date: 19 July 2001 Duties: The successful applicant will be required to undertake a wide range of administrative functions including: financial management and budget reporting; recruitment and personnel management; accommodation; assets; purchasing and records management. The position also involves a knowledge of information systems administration.

**Period of Vacancy:** ASAP till 5 July, 2002 with possible extension

Contact Officer: Ken Patterson (02) 6205 2222 Selection documentation may be obtained from Francine Lee Koo (02) 6205 2222 Apply: 36 CC: 148-9011-17782

### **THE CANBERRA HOSPITAL**

#### **The Canberra Hospital Pathology Services Administration**

Administrative Service Officer Class 3 \$32,758 - \$35,353, Canberra (PN. 21507)

Closing date: 19<sup>th</sup> July 2001

Duties: Under general direction, perform the routine and complex tasks in the Pathology Accounts area; be responsible for defined functions in the area; supervise and train junior staff; maintain hard-copy and computer records and financial procedures to Health Insurance Commission and audit standards.

Contact Officer: Stephen McPherson (02) 6244 2651

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

Apply: 16  
CC: (3111)

#### **The Canberra Hospital Nursing Branch Day Surgery Unit / Post Anaesthetic Care Unit / Pre Admission Clinic**

Registered Nurse Level 3 – Clinical Nurse Coordinator \$48,200 - \$51,307, Canberra (PN. 22164)

Closing date: 19<sup>th</sup> July 2001

Duties: Provide leadership in coordinating patient care activities, staff allocation and rostering, clinical supervision, operating list scheduling, bed management and equipment requirements; provide expert direct care to a

## **EMPLOYMENT (Continued)**

wide variety of patients with complex and routine needs as required.

**Eligibility/other requirements:** Registered as a General Nurse with the ACT Nurses Registration Board; minimum of five years recent post registration experience; minimum of twelve months demonstrated competency in pre-operative nursing; holds or is working towards an appropriate post basic qualification.

Contact Officer: Claire Culley (02) 6244 3275  
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2257

Apply: 16  
CC: (1956)

### **The Canberra Hospital Nursing Branch Anaesthetics**

Registered Nurse Level 3 – Clinical Nurse Coordinator \$48,200 - \$51,307, Canberra (PN. 22374)

Closing date: 19<sup>th</sup> July 2001

Duties: Provide leadership in coordinating patient care activities, staff allocation and rostering, clinical supervision, operating list scheduling and equipment requirements including special ordering; provide expert direct care to a wide variety of patients with complex and routine needs as required.

**Eligibility/other requirements:** Registered as a General Nurse with the ACT Nurses Registration Board; minimum of five years recent post registration experience; minimum of twelve months demonstrated competency in pre-operative nursing; holds or is working towards an appropriate post basic qualification.

Contact Officer: Claire Culley (02) 6244 3275  
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2257

Apply: 16  
CC: (1956)

### **The Canberra Hospital Nursing Branch**

#### **10A - Plastics / ENT / General Surgery**

Registered Nurse Level 3 – Clinical Nurse Consultant \$48,200 - \$51,307, Canberra (PN. 22166)

Closing date: 19<sup>th</sup> July 2001

Duties: Provide leadership in coordinating total patient care activities, including admission and discharge planning; liaise with patient care team members to achieve an agreed standard of care.

**Eligibility/other requirements:** Registered as a General Nurse with the ACT Nurses Registration Board; minimum of five years recent post registration experience; minimum of two years recent comprehensive clinical experience within a surgical setting.

Contact Officer: Claire Culley (02) 6244 3275

Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2257  
Apply: 16  
CC: (1948)

### **The Canberra Hospital Nursing Branch**

#### **6B - Cardiothoracic**

Registered Nurse Level 3 – Clinical Nurse Consultant \$48,200 - \$51,307, Canberra (PN. 22380)

Closing date: 19<sup>th</sup> July 2001

Duties: Provide leadership in coordinating total patient care activities, including admission and discharge planning; liaise with patient care team members, nurse managers and nurse educators to achieve an agreed standard of care.

**Eligibility/other requirements:** Registered as a General Nurse with the ACT Nurses Registration Board; minimum of five years recent post registration experience; minimum of twelve months demonstrated competency in Cardiothoracic Nursing; holds or is working towards an appropriate post basic qualification.

Contact Officer: Claire Culley (02) 6244 3275  
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2257

Apply: 16  
CC: (1943)

### **The Canberra Hospital Nursing Branch**

#### **9B - Neuroscience**

Registered Nurse Level 3 – Clinical Nurse Consultant \$48,200 - \$51,307, Canberra (PN. 25636)

Closing date: 19<sup>th</sup> July 2001

Duties: Provide leadership in coordinating total patient care activities, including admission and discharge planning; liaise with patient care team members, nurse managers and nurse educators to achieve an agreed standard of care.

**Eligibility/other requirements:** Registered as a General Nurse with the ACT Nurses Registration Board; minimum of five years recent post registration experience and a period of demonstrated competency in Neurosurgical Nursing; holds or is working towards an appropriate post basic qualification.

Contact Officer: Claire Culley (02) 6244 3275  
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2257

Apply: 16  
CC: (1947)

## EMPLOYMENT (Continued)

### **The Canberra Hospital**

#### **Nursing Branch**

##### **11B - Orthopaedics**

Registered Nurse Level 3 – Clinical Nurse  
Consultant \$48,200 - \$51,307, Canberra (PN.  
22381)

Closing date: 19<sup>th</sup> July 2001

Duties: Provide leadership in coordinating total patient care activities, including admission and discharge planning; liaise with patient care team members, nurse managers and nurse educators to achieve an agreed standard of care.

Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Registration Board; minimum of five years recent post registration experience; minimum of twelve months demonstrated competency in Orthopaedic Nursing; holds or is working towards an appropriate post basic qualification. Contact Officer: Claire Culley (02) 6244 3275 Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2257

Apply: 16

CC: (1944)

### **The Canberra Hospital**

#### **Mental Health Services**

##### **City Mental Health**

Senior Professional Officer Grade C – Team Leader \$54,969 - \$59,270, Canberra (PN. 25956)

Closing date: 19<sup>th</sup> July 2001

Duties: The City Mental Health Team is a multi-disciplinary team providing clinical management to consumers 7 days per week from 8:30 am to 10pm within Canberra's CBD. The region has a high number of emergency residential facilities, public housing and support agencies. It is imperative therefore, that the team works closely with other service providers. The team is also striving to work collaboratively with local GP's. We are seeking a dynamic and innovative person to manage the clinical, financial and administrative aspects of this team. The person will require high level clinical, liaison and negotiation skills. Written and verbal communications skills of a high order are essential. Previous leadership/management experience is desirable. Eligibility/other requirements: Mental Health Professional with qualifications in Social Work, Psychology, mental Health Nursing or Occupational Therapy.

Contact Officer: Amanda Urbanc (02) 6205 1048  
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 4168

Apply: 16

CC: (2232)

### **The Canberra Hospital**

#### **Corporate Services**

Human Resource Management Group

Senior Professional Officer Grade C – Employment Conditions Advisor \$55,684 - \$60,040 Canberra (PN. TBA)

Closing date: 11<sup>th</sup> July 2001

Duties: A Vacancy exists in the role of Employment Conditions Advisor in the Human Resources Management Group of The Canberra Hospital. The successful applicant will provide a high level of advice on employment conditions to the HRM Group, the Executive and Line Managers and will also play a key role in the review and development of HR policies and procedures for the Hospital's large and diverse workforce.

The successful applicant will have strong analytical and report writing skills, a good understanding of the Australian industrial relations system and preferably would have had a background in or have a good appreciation of the APS/ACTPS employment framework and health industry employment conditions.

Contact Officer: Jim Bright (02) 6244 2361

Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580

Apply: 16

CC: (1312)

### **The Canberra Hospital**

#### **Clinical School**

Administrative Service Officer Class 5 \$40,723-\$43,180, Canberra (PN. 23635)

Closing date: 19<sup>th</sup> July 2001

Duties: Applications are invited for this position, which involves a challenging combination of hospital and university-related duties. The successful applicant must be skilled in time management of the Associate Dean/Professor of Pathology, be capable of running committees and have a reasonable understanding of medical terminology. An understanding of both the hospital and the tertiary education sector would be highly regarded. The position is physically located at The Canberra Hospital.

Contact Officer: Marg Christensen (02) 6244 3361  
Selection documentation may be obtained from the Human Resource Management Group (02)

6244 4168

Apply: 16

CC: (1511)

### **ACT COMMUNITY CARE**

#### **ACT Community Care**

#### **Corporate and Business Development**

#### **Facility Services - Operations**

#### **Coordinator Health Centre Administration**

Administrative Service Officer Class 6 \$44,018 - \$50,563, Canberra (PN. 28429)

Closing date: 19 July 2001

Duties: The position is responsible to the Manager Facility Services for the administrative operations of Community Health Centres located in regional areas of the ACT. Important elements

## **EMPLOYMENT (Continued)**

of the position include highly developed communication and interpersonal skills and a demonstrated ability to work in a small team environment also a highly developed understanding of financial procedures and the delivery of ACT Community Care services.  
 Contact Officer: John Dowse (02) 6205 1769  
 Selection Documentation: Yasmin Barrington-Knight (02) 6205 1433  
 Apply: 21  
 CC: 148-9009-18270

**ACT Community Care  
 Corporate and Business Development  
 Facility Services – Operations  
 Health Centre Administration**

Administrative Service Officer Class 3 \$32,785 - \$35,383, Canberra (PN. New Position)  
 Closing date: 19 July 2001  
 Duties: This is a new position and is responsible to the Administrator Phillip Health Centre for the day to day operation of the City Health Centre located in Moore St, City. The position includes reception duties, client file management liaison with health professionals and financial reconciliations. Important elements of this position include the ability to supervise, determine priorities and manage in a small team environment with a commitment to quality customer service.  
 Contact Officer: Jennifer Russell (02) 6205 1786  
 Selection documentation may be obtained from Yasmin Barrington-Knight (02) 6205 1433  
 Apply: 21  
 CC: 148-9009-18270

**ACT Community Care  
 Integrated Health Care Program  
 Physiotherapist, Continence**

Professional Officer Class 2 \$43,545 - \$48,665, Canberra (PN. 28319)  
 Salary packaging with FBT exemption under PBI conditions is available.  
 Closing date: 12 July 2001 (one week)  
 A Senior Physiotherapist is required to provide direct patient care, health promotion activities and group work to clients of the Continence Clinic.  
 Eligibility/other requirements: An appropriate Degree or Diploma in Physiotherapy and eligibility for ACT registration.  
 Note: Temporary vacancy from asap until 30 June 2002.  
 Contact Officer: June Gunning (02) 6244 2154  
 Selection documentation may be obtained from Megan Payne (02) 6205 1357  
 Apply: 21  
 CC: 148-9009-17798

**ACT Community Care  
 Dental Health Program  
 Administration**  
 Administrative Service Officer Class 2 \$28,785 - \$31,919 Canberra (PN. 27722)  
 Closing date: 19 July 2001

The Dental Health Program is seeking an energetic and flexible person with data processing skills to maintain our Debtors database. The position will be responsible for the Debtor management of the program, and other administrative duties.

We are looking for a person experienced in the use of databases, with good communication skills, the ability to work to tight deadlines, and attention to detail.  
 Contact Officer: Debbie Johnson (02) 6205 2115  
 Selection Documentation may be obtained from Jantsen Lam (02) 6205 1088  
 Apply: 21  
 CC: 148-9009-16860

**ACT Community Care  
 Community Rehabilitation Program  
 Occupational Therapy**

Professional Officer Class 1 \$30,366 - \$42,601 Canberra (PN. 20867)  
 (Salary packaging with FBT exemption under PBI conditions may be available).  
 Closing date: 12 July 2001 (one week)  
 A suitably qualified individual is required to provide high quality inpatient occupational therapy services to rehabilitation patients at The Canberra Hospital. The successful applicant will be an integral member of a multi-disciplinary team, where there is a strong focus on the continuum of care of clients from hospital back to the community.  
 Eligibility: Mandatory qualifications apply.  
 Note: Temporary full-time vacancy July 2001 – February 2002  
 Please provide the name and phone numbers of at least two referees with your application. (An eligibility list will be created for further vacancies)  
 For further information please call Stephen Isbel (02) 6244 3282  
 Selection documentation can be obtained from Lynne Macnamara (02) 6244 2855  
 Apply: 21  
 CC: 148-9009-18269

**ACT Community Care  
 Community Rehabilitation Program  
 Psychologist**

Professional Officer Class 2 \$43,545 - \$48,665 Canberra (PN. 20522)  
 (Salary packaging with FBT exemption under PBI conditions is available).  
 Closing date: 19 July 2001  
 The successful applicant will work as a member of a multidisciplinary team and provide skilled clinical neuropsychological assessments and appropriate counselling and intervention for patients with a variety of neurological conditions, including traumatic brain injury and cerebrovascular disease.  
 Eligibility: A Master's degree in Clinical Neuropsychology or Clinical Psychology with experience in providing neuropsychological services to people with neurological dysfunction in a rehabilitation setting. ACT Psychology registration is essential.

## EMPLOYMENT (Continued)

For further information please call Marcine Gilchrist (02) 6244 3545  
 Selection documentation can be obtained from Lynne Macnamara (02) 6244 2855  
 Apply: 21  
 CC: 148-9009-18269

**ACT Community Care**  
**Community Rehabilitation Program**  
**Psychologist**  
 Senior Professional Officer Grade C \$55,133 - \$59,446 Canberra (PN. 29125)  
 (The successful applicant will be offered an Australian Workplace Agreement, which will provide an attractive salary package and benefits commensurate with the importance of the position and the calibre of the person sought).  
 Closing date: 12 July 2001 (one week)  
 As a member of a multi-disciplinary team, provide clinical and neuropsychological assessment services to the NSW Southern Area Brain Injury Service. Contribute to the development of rehabilitation programs.  
 Eligibility: Masters Degree in Clinical Neuropsychology or Psychology. Registration to practice as a Psychologist in the ACT and NSW. Experience in a rehabilitation setting is highly desirable.  
 Note: This a part time position one day per week (7:21 hours) available on a 3 year temporary contract. The successful applicant will be required to travel to Goulburn each week.  
 Contact Officer and selection documentation:  
 Marcine Gilchrist (02) 6244 2772  
 Apply: 21  
 CC: 148-9009-18269

**ACT Community Care**  
**Dental Health Program**  
 Dental Assistants Level 1 and 2 (qualified/unqualified)\$ \$22,399 - \$27,000, Canberra (PN. Several permanent and temporary positions are available)  
 Closing date: 19 July 2001  
 The Dental Health Program is seeking applications from suitably qualified and unqualified individuals to fill permanent and temporary vacancies of Dental Assistants Level 1/2. The positions involve general dental assisting in a clinical setting, and general administration.  
**Eligibility/other requirements:** Previous experience in a dental environment and a sound knowledge of infection control. A Dental Assistant Certificate is highly desirable.  
 Contact Officer: Bridie Clifford (02) 6205 0975  
 Selection documentation may be obtained from Jantsen Lam (02) 6205 1088  
 Apply: 21  
 CC: 148-9009-16860

**ACT Community Care**  
**Integrated Health Care Program**  
**Physiotherapy Services**  
**Physiotherapist**  
 Professional Officer Class 2 \$43,545 - \$48,665 Canberra (PN. New position)  
 (Salary packaging with FBT exemption under PBI conditions is available).  
 Closing date: 19 July 2001  
 A Senior Physiotherapist is required to provide direct patient care, health promotion activities and group work to clients who are at risk of falls. Experience with age care clients, falls prevention and ability to work as part of a multidisciplinary team are desirable.  
 Eligibility: Degree in Physiotherapy and eligibility for ACT registration.  
 Contact Officer: June Gunning (02) 6244 2154  
 Selection documentation may be obtained from Kerry Kent (02) 6244 2154  
 Apply: 21  
 CC: 148-9009-17798

**ACT Community Care**  
**Dental Health Program**  
**Senior Dental Prosthetist**  
 Senior Professional Officer Grade C \$55,731 - \$60,091 Canberra (PN. 29113)  
 (The successful applicant will be offered an Australian Workplace Agreement, which will provide an attractive salary package and benefits commensurate with the importance of the position and the calibre of the person sought).  
 Closing date: 19 July 2001  
 ACT Community Care's Dental Health Program has a permanent vacancy for a Senior Dental Prosthetist. The occupant of this post will work as a member of the dental team and report to the Principal Dental Officer. Duties include examination, assessment and treatment of clients requiring dental prosthetic care.  
 Eligibility: Eligible for registration as a Dental Prosthetist in the ACT.  
 Contact officer: Dr Raju (02) 6205 0979  
 Selection documentation may be obtained from Jantsen Lam (02) 6205 1088  
 Apply: 21  
 CC: 148-9009-16860

**ACT Community Care**  
**Human Resources and Facility Management**  
**Human Resource Officer**  
 Administrative Service Officer Class 6 \$44,018 - \$50,563, Canberra (PN 23226)  
**Closing date 10 July 2001**  
 Duties: Provide assistance and support in the management of the HR team including the management of recruitment and establishment functions and excess staff. Provide high level advice and assistance to staff and managers on a range of corporate and human resource policy issues and act as an Account manager for a nominated program. Oversee training and development and provide training sessions on

## EMPLOYMENT (Continued)

HR related matters, including Corporate Orientation.

**Experience:** Good knowledge of a range of HR issues and experience in the interpretation of relevant policies, procedures and guidelines. Good communication and interpersonal skills and experience in the supervision of staff.

**Note:** Temporary vacancy for 2 months

Contact Officer: Helene Axelby (02) 6205 1400

Selection Documentation: Yasmin Barrington-Knight (02) 6205 1433  
Apply: 21  
CC: 148-9009-18270

### **CHIEF MINISTER'S DEPARTMENT**

#### **Business Support and Employment**

**Senior Officer Grade C, (PN: 42170), \$57,191-\$61,666p.a**

BusinessACT

**Closing Date: 19 July 2001**

Canberra

Duties: Develop detailed policy advice and analysis in all areas of small business including but not limited to: small business initiatives; mutual recognition issues; and compliance burden (red tape) reduction issues. Assist in the provision of timely and high quality advice for national meetings including, but not limited to, the Small Business Ministers in Council, the Industry Ministers Meeting and National Executive of Small Business Agencies.

Contact Officer: Elaine Young (02) 620 72004

Selection Documentation: Anne Strudwicke (02) 620 72308 and also from available from:  
[www.act.gov.au/recruitment/cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)

Note: Applications will not be acknowledged on receipt.  
**Apply:** 06 or via email: [recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)

**CC: 148-9031-17022**

### **INTACT GROUP**

#### **MANAGER, HR and CORPORATE SUPPORT**

**Senior Officer Grade A (PN: 14514), \$78,481p.a.**

PERMANENT

LOCATION: CALLAM OFFICES, WODEN, ACT

**Closing Date 19 July 2001**

#### **Position Description**

The occupant of this position will be responsible for managing the Human Resource and corporate support Unit and its functions, which includes the development and implementation of a progressive HR framework and its components.

This occupant of this role will also be responsible for providing accurate and timely information to management and for identifying potential issues, seeking fair and equitable solutions.

**Contact Officer's** name and telephone number for queries regarding position: Karina Duffey on (02) 620 75117

**Selection Documentation** may be obtained from Nicole Morris on: (02) 62078922 or via [www.intact.act.gov.au](http://www.intact.act.gov.au)

**PLEASE NOTE:** The Terms and conditions of this position may be regulated under an Australian Workplace Agreement, at a higher remuneration package

#### **Applications to be forwarded to:**

Recruitment Officer

P.O Box 685

Woden ACT 2601

**Or email to:** [intact.recruitment@act.gov.au](mailto:intact.recruitment@act.gov.au)

#### **MANAGER, CUSTOMER RELATIONS UNIT**

**Senior Officer Grade A, (PN: 14512), \$78,481p.a.**

PERMANENT

LOCATION: CALLAM OFFICES, WODEN, ACT

**Closing date 19 July 2001**

#### **Position Description**

This position is responsible for managing InTACT's Customers Relations Unit. The person occupying this role will need to drive innovative solutions to the improvement and enhancement of relationships with InTACT's customers and produce a communication framework to steer InTACT's internal and external communications. The Customer Relations Unit Manager will be responsible for managing all resources of the unit and for ensuring that the business objectives of the unit (contained in the Unit Business Plan) are met.

The occupant of this role will have management, organisational and communication skills of a high order.

**Contact Officer's** name and telephone number for queries regarding position: Andrew Clark on (02) 62059321

**Selection Documentation** may be obtained from Nicole Morris on: (02) 62078922 or via [www.intact.act.gov.au](http://www.intact.act.gov.au)

**PLEASE NOTE:** The Terms and conditions of this position may be regulated under an Australian Workplace Agreement, at a higher remuneration package

#### **Applications to be forwarded to:**

Recruitment Officer

P.O Box 685

Woden ACT 2601

**Or email to:** [intact.recruitment@act.gov.au](mailto:intact.recruitment@act.gov.au)

#### **MANAGER, CUSTOMER PROJECTS GROUP**

**Senior Officer Grade A, (PN: 13194), \$78,481p.a.**

PERMANENT

LOCATION: CALLAM OFFICES, WODEN, ACT

**Closing Date 19 July 2001**

#### **Position Description**

This position is responsible for managing InTACT's Customer Projects Group. This includes managing and providing strong leadership to teams responsible for supporting and implementing customer based IT projects within ACT Government agencies.

The occupant of this role will develop, build and support a dynamic team that will drive InTACT into a competitive position in the future development of applications and infrastructure, professional products and services to clients.

## EMPLOYMENT (Continued)

The Customer Projects Group manager, will be responsible for managing all resources of the unit and for ensuring that business objectives of the unit are met.

The person in this role will have management, organisational and communication skills of a high order.

Contact Officer's name and telephone number for queries regarding position: Karina Duffey on (02) 62075117

Selection Documentation may be obtained from Nicole Morris on: (02) 62078922 or via [www.intact.act.gov.au](http://www.intact.act.gov.au)

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

**Applications to be forwarded to:**

Recruitment Officer  
P.O Box 685  
Woden ACT 2601

Or email to: [intact.recruitment@act.gov.au](mailto:intact.recruitment@act.gov.au)

**HOST Team Leader, Service Delivery**

**Senior Information Technology Officer Grade C, (PN 14390), \$57,191 TO \$61,666 p.a.**

PERMANENT

LOCATION: CALLAM OFFICES, WODEN, ACT

Closing Date 19 July 2001

**Position Description**

This position is responsible for managing an integrated team that provides end to end support to an agency across government.

The occupant of this role is responsible for co-ordinating staff resources within the team, managing team relations, and ensuring that client expectations and agreed service levels are met.

The HOST Team Leader will ensure all issues and problems within the team are resolved and will actively strive to ensure that the quality of service delivered to clients meets and exceeds their expectations

Contact Officer's name and telephone number for queries regarding position Richard Hart on (02) 62075013

Selection Documentation **may be obtained from Chris Hastir on (02) 62075030 or via [www.intact.act.gov.au](http://www.intact.act.gov.au)**

Applications to be forwarded to:

Recruitment Officer  
PO Box 685  
WODEN ACT 2601  
or email to: [intact.recruitment@act.gov.au](mailto:intact.recruitment@act.gov.au)

**CONTRACTS MANAGER**

**Senior Officer Grade B, (PN 14241), \$67,576 TO \$76,073 p.a.**

PERMANENT

LOCATION: CALLAM OFFICES, WODEN, ACT

Closing Date 19 July 2001

**Position Description**

The person occupying this position is responsible for the negotiation, preparation, organisation and management of all contracts

entered into by the InTACT Group. This includes contracts with commercial providers and InTACT's strategic partners.

The occupant will assist InTACT to meet its obligations to government and its customers by maintaining a system for managing IntACT's commercial contracts, engaging in negotiation and evaluation of contracts. This will involve the need to ensure that all public sector contract requirements are met by InTACT at all times.

**Contact Officer's** name and telephone number for queries regarding position: Andrew Clark on (02) 62059321

Selection Documentation **may be obtained from Nicole Morris on (02) 62078922 or via our website at [www.intact.act.gov.au](http://www.intact.act.gov.au)**

**Please note:** The terms and conditions of this position may be regulated under an Australian Workplace Agreement, at a higher remuneration rate.

**Applications to be forwarded to:**

Recruitment Officer  
PO Box 685  
WODEN ACT 2601  
or email to: [intact.recruitment@act.gov.au](mailto:intact.recruitment@act.gov.au)

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**Please note:** The terms and conditions of this position may be regulated under an Australian Workplace Agreement, at a higher remuneration rate.

**Applications to be forwarded to:**

Recruitment Officer  
PO Box 685  
WODEN ACT 2601  
or email to: [intact.recruitment@act.gov.au](mailto:intact.recruitment@act.gov.au)

## EMPLOYMENT (Continued)

### **CULTURAL FACILITIES CORPORATION**

#### **ACT Museums and Galleries Canberra Museum and Gallery**

##### **Museum Assistant, Administrative Service Officer Class 2, \$29,822-\$33,069, Canberra (PN. 43573)**

Closing date: 19 July 2001

Duties: Under the general direction of Senior Museum Assistant: Maintain a record of bookings for community programs, assist with visitor enquiries and maintain daily attendance records. Provide on-site security for exhibitions during opening hours. Assist in the presentation of CMAG, including monitoring and maintenance of exhibitions and the operation of audio-visual equipment. Assist with the movement of large visitor groups during opening hours. Undertake guided tours of exhibitions and assist with community and education programs where appropriate.

Eligibility/other requirements: Must be prepared to work weekends as part of a rotating roster. First Aid Certificate or willingness to acquire such.

Note: This position is part-time 60 hours per month on a rotating roster. Interviews to be held week commencing 23 July 2001.

Contact Officer: Lisa De Santis (02) 620 72234  
Selection documentation may be obtained from Jody Newett (02) 620 50340  
Apply: The Recruitment Officer, Cultural Facilities Corporation, PO Box 226, Civic Square, ACT, 2608  
CC: 148-9008-16850

#### **ACT Museums and Galleries Canberra Museum and Gallery**

##### **Assistant Education Officer, Professional Officer Class 1, \$34,994-\$44,774, Canberra (PN. 43541)**

Closing date: 19 July 2001

Duties: Under the direction of the Education Officer: Assist with the development and delivery of a wide range of public programs, including the planning and implementation of the Canberra Museum and Gallery Calendar of Events. Assist with the development and delivery of education programs to groups of all ages, primarily school groups. Assist with the management of school bookings, confirmations and evaluations.

Eligibility/other requirements: Relevant tertiary qualifications specialising in education and visual arts are essential.

Note: Selection may be based on application and referees' reports and interviews may not be conducted. Please indicate the names of two referees' in your application. Should interviews be conducted, they will be held the week commencing 23 July 2001.

Contact Officer: Lisa De Santis (02) 620 72234

Selection documentation may be obtained from Jody Newett (02) 620 50340

Apply: The Recruitment Officer, Cultural Facilities Corporation, PO Box 226, Civic Square, ACT, 2608  
CC: 148-9008-16850

### **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 <mailto:wfpm.webmaster@decs.act.gov.au>obs@act.gov.au. Applications may also be sent via email to: [decs.employment@act.gov.au](mailto: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.

#### **Maribyrnong Primary School**

Building Services Officer 1 \$26313-27344,  
Canberra (PN.31580)

Closing date: 19 July 2001

Duties: Assume responsibility for 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: Elizabeth Coggan (02) 6205 5933

Selection documentation may be obtained from Kathryn Cheshire (02) 6205 5933

Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

Applications for the above positions should be forwarded to the Workforce Planning and Management Section, Level 2, Manning Clark Offices or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

### **DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**

#### **ACT Corrective Services Social Capital Program Home Detention Unit**

##### **SENIOR OFFICER GRADE C \$57,191 – 61,666, CANBERRA (PN. 46006)**

Closing date: 19 July 2001

## **EMPLOYMENT (Continued)**

**Duties:** Ensure the effective management, coordination and operation of the home detention program. Develop and maintain policies, procedures and guidelines for the program and supervise a number of offenders on home detention orders. Establish and maintain effective collaborative relationships with government agencies and community organisations, provide supervision, training and development to staff and ensure preparation of assessments and advice for ACT Corrective Services, the Courts and the Parole Board.

**Eligibility/other requirements:** Relevant tertiary qualifications and/or relevant experience in Corrections or related fields highly desirable

**Contact Officer:** Brian Dunn (02) 62071040

**Selection documentation** may be obtained from Jeanette Barnes (02) 6207 0853

Apply: 28  
CC: 178-9012-16898

**ADMINISTRATIVE SERVICE OFFICER CLASS 6  
\$45,171 – 51,888, CANBERRA (PN. 46067,  
46142, 46143)**

Closing date: 19 July 2001

**Duties:** In a field based setting, deliver effective supervision, support, liaison and advocacy for offenders sentenced by the Court to a home detention order. Provide and supervise the case and Order requirements, case plans and counselling of offenders in relation to their compliance with the conditions of the Home Detention Order. Maintain accurate case notes and statistics required for the program.

Undertake home detention assessments, provide support and advice to offenders and their families, liaise with ACT Government and community agencies and assist with administrative procedures relating to the Home Detention Unit.

**Eligibility/other requirements:** Tertiary qualifications and/or relevant experience in Social Work, psychology or similar are desirable. Current Drivers Licence. Experience in corrections or related areas desirable.

**Note:** The hours of duty will reflect the needs of the offenders on Home Detention and will occur within the period 7:00 am to 7:00 pm.

Applicants will be required to be available for after hours duty, including on-call, for which an appropriate allowance will be paid.

**Contact Officer:** Brian Dunn (02) 6207 1040

**Selection documentation** may be obtained from Jeanette Barnes (02) 6207 0853

Apply: 28  
CC: 148-9012-16898

**POLICY AND REGULATORY DIVISON**

**DIRECTOR**

**OFFICE OF FAIR TRADING**

**Salary Range \$78,481 plus Benefits**

The Office of Fair Trading is responsible for promoting fair trading in the marketplace and the protection of consumers. It provides a complaints and advisory service, an

enforcement and compliance program, and education for consumers and traders. The Office is also responsible for the regulation of both the liquor industry and adult services. The Director of Fair Trading is accountable to the Commissioner for Fair Trading for the day to day management of the Office and for the exercise of a number of delegated statutory powers. The Director is also the Registrar of Liquor Licences and the Registrar of Brothels. Applicants must demonstrate sound capacity to effectively manage an organisation with diverse responsibilities, an understanding of consumer issues and related legislation, knowledge of the liquor industry and its regulatory framework, and excellent communication and negotiation skills.

**DIRECTOR**

**PUBLIC LAW GROUP**

**LEGISLATION AND POLICY BRANCH**

**Salary Range \$77,214 – 80,387 plus Benefits**

The Legislation and Policy Branch provides the Minister and Cabinet with high quality legal policy advice; and develops and implements the Minister's legislative and law reform programs.

The Public Law Group provides advice on all aspects of self-government legislation and machinery of government; scrutinises Cabinet submissions, and develops policy and legislation in relation to administrative law, human rights, censorship, legal aid, constitutional law and social issues.

The Director is required to manage the work of the Public Law Group, including the supervision, training and development of staff; provide high level advice to government and the ACT Public Sector on questions of law, practice and policy; develop legislation; and personally handle the more important and more complex matters arising.

The successful applicants may, in the near future, be able to negotiate terms and conditions through an Australian Workplace Agreement. Applications stating complete details of qualifications, experience and responses to the Selection Criteria will be considered. Selection Criteria and further information on the positions may be obtained from Adriana Lulic on (02) 6207 0541 or [adriana.lulic@act.gov.au](mailto:adriana.lulic@act.gov.au).

Applications close: 13 July 2001.

**CANBERRA INSTITUTE OF TECHNOLOGY**

**Education Delivery**

**Faculty of Business and Information Technology**

**Department of Information Technology**

Teacher Band 1 \$35,425.00.00 to \$51,432.00, Canberra (PN's. 51514 and 51163)

Closing date: 19 July 2001

**Duties:** Prepare and present lectures, practical classes and workshops on some of the following areas: Data Communications, Networks, PC Hardware, Office Applications and

## **EMPLOYMENT (Continued)**

**Operating Systems.** Maintain appropriate student assessment records and follow relevant procedures.

Note: These positions are for 3 year contracts.  
Contact Officer: Graham Brownlee (02) 6207 4938

Selection documentation may be obtained from Steve Greig (02) 6207 3447 or via email: steve.greig@act.gov.au  
Apply: 11  
CC: 148/9024/18554

### **Education Delivery**

#### **Faculty of Business and Information Technology**

##### **Department of Information Technology**

**Teacher Band 1 \$35,425.00.00 to \$51,432.00,**  
Canberra (PN. 51512)

Closing date: 19 July 2001

Duties: Prepare and present lectures, practical classes and workshops relating to Library Studies and/or related disciplines. Provide counselling and advice to students on their programs of study or other educational issues relating to the discipline. Maintain appropriate student assessment records and follow relevant procedures.

Note: This is a contracted position until 30 June 2004.

Contact Officer: Graham Brownlee (02) 6207 4938

Selection documentation may be obtained from Steve Greig (02) 6207 3447 or via email: steve.greig@act.gov.au

Apply: 11

CC: 148/9024/18554

### **Education Delivery**

#### **Faculty of Business and Information Technology**

##### **Department of Computerised and Law**

**TEACHER BAND 1 \$35,425.00.00 TO  
\$51,432.00, CANBERRA (PN. 51499)**

Closing date: 19 July 2001

Duties: Prepare and present lectures, practical classes and workshops relating to Accounting and Taxation to Advanced Diploma level. Provide counselling and advice to students on their programs of study or other educational issues relating to the discipline. Maintain appropriate student assessment records and follow relevant procedures.

Note: This is a contracted position for 3 years from date of commencement.

Contact Officer: Dennis Ryan (02) 6207 3441

Selection documentation may be obtained from Steve Greig (02) 6207 3447 or via email: steve.greig@act.gov.au

Apply: 11

CC: 148/9024/18554

**Teacher Band 1 \$35,425.00.00 to \$51,432.00,  
Canberra (PN. 51981)**

Closing date: 19 July 2001

Duties: Prepare and present lectures, practical classes and workshops relating to Computer Applications and desirably Introductory

**Accounting..** Provide counselling and advice to students on their programs of study or other educational issues relating to the discipline.

Maintain appropriate student assessment records and follow relevant procedures.

Note: This is a contracted position fro 3 years from date of commencement.

Contact Officer: Dennis Ryan (02) 6207 3441

Selection documentation may be obtained from Steve Greig (02) 6207 3447 or via email: steve.greig@act.gov.au

Apply: 11

CC: 148/9024/18554

### **Office of Chief Executive, Institute Directorate**

**Administrative Service Officer Class 3 (\$33,810 – \$36,489), Canberra (PN.54181)**

Closing date: Friday 20 July, 2001

Duties: Under general direction in a small team environment, provide general administrative support to the Office of the Chief Executive.

Duties include receiving visitors to the Executive area, screening telephone calls, general administrative duties, assisting with the processing of financial records, petty cash officer, maintaining office supplies, and receiving and distributing correspondence within the office.

Eligibility/other requirements:

Note: 1. This position is available for temporary employment or temporary transfer for a period of up to five years.

2. This position is likely to be filled from application and referee reports only. Interviews may not be conducted.

Contact Officer: Carol Flanagan (02) 6207 3103

Selection documentation may be obtained from Mary Gleeson (02) 62073393.  
e-mail:mary.gleeson@act.gov.au

Apply: 11

CC: 148-9024-17904

### **DEPARTMENT OF URBAN SERVICES**

#### **Urban Services**

##### **City Management Group**

##### **Canberra Urban Parks and Places**

Senior Officer Grade A

\$78,481 PN33122

Canberra

Closing Date: 19-July-01

Manager

Canberra Urban Parks & Places

Duties:

Our client, Urban Services, is a department within ACT Government that delivers a wide range of services to the community, including waste management, bus services, roads and related infrastructure, library services and management of urban parks and places. Urban Services also provides advice to the Government on land, planning, development, environment and transport. The organisation has a strong commitment to the values of

## EMPLOYMENT (Continued)

excellence in customer service, delivering value for money, transparency and accountability, innovation, sustainable outcomes and performance orientation.

Urban Services are currently seeking to appoint a high calibre executive to the role of Manager Canberra Urban Parks and Places (CUPP). CUPP is the purchaser business unit within the City Management Group of Urban Services which provides urban open space policy and strategic advice in relation to Canberra's urban parks, landscape and public spaces, as well as the commissioning of related services.

Reporting to the Executive Director City Management, the Manager will be accountable for the strategic leadership and direction of human, financial and physical resources of CUPP to provide services for the community and to sustain Canberra's parks and urban landscape for the enjoyment of future generations. Key challenges will include: balancing current community needs and expectations with funding availability; developing asset management strategies to ensure long-term maintenance of asset value; achieving optimum customer satisfaction with services provided; and planning for the future within an environment of change.

To meet the demands of this role candidates will need to have extensive experience in open space management gained at a senior level, with tertiary qualifications in a discipline related to urban development. Strong leadership, strategic planning and policy development capabilities are required as is experience in customer service delivery, business planning, asset management, financial management and change management.

Please send an application quoting Ref No. 5005 to Watermark Search International, GPO Box 2708 Sydney 2001. Email: [search@watermarksearch.com.au](mailto:search@watermarksearch.com.au) Fax (02) 9221 4229. Tel: (02) 9233 1200. CC: 148-9019 278

### **CITY MANAGEMENT GROUP ROADS ACT Engineering and Technical Positions**

Urban Services is an organisation that takes pride in delivering the services the ACT community relies on every day. We are continually looking for ways to improve our service delivery through our focus on quality customer service and innovation.

Roads ACT is a Purchaser business in Urban Services with responsibility for the management, use and maintenance of the ACT roads, bridges, footpaths, traffic lights and street lighting and the stormwater infrastructure asset base. Roads ACT also develops and implements a sizeable capital works program each year and is responsible for the management of Canberra's traffic.

Within this exciting local government environment, we are seeking to fill a range of positions which will be integral to Roads ACT achieving its objectives.

#### **Personal Assistant to the Director**

Administrative Service Officer Class 4

Remuneration: \$37,499-\$40,714

Position No: 10903

Closing Date: 19 July 2001

Contact Officer: Hamish McNulty on (02) 6207 6588

Responsibilities: Provide high level administrative, secretarial, coordination and advice within the office of the Director, Roads ACT and undertake research and prepare correspondence.

The successful applicant will require well developed organisational skills and an ability to work under pressure and meet deadlines in a calm and efficient manner; highly developed administrative and secretarial skills and a proven competency in a variety of computer applications.

#### **Asset Maintenance Unit**

Maintenance Coordinator (Several positions)

Senior Professional Officer Grade C (SPOC)

Remuneration : \$57,191-\$61,666

Closing date : 19 July 2001

Contact Officer : Ian Hickson on (02) 6207 5419

Responsibilities : Assisting the Manager, Asset Maintenance Unit with the day to day management of the maintenance, improvement and operation of the roads and stormwater assets; including developing, coordinating and monitoring the recurrent works programs for maintenance of these asset; developing specifications for commissioning services and budgeting and financial control of work programs.

Ideally, the successful applicant with have demonstrated management skills, including experience in budget development and financial management, a detailed understanding and knowledge of the maintenance and operation of roads and stormwater assets and the ability to manage contracts and consultancies and to develop recurrent works' programs. Tertiary qualifications in civil engineering are essential.

Contracts Officer – (several)

Professional Officer Grade 2

Remuneration :\$45,171-\$50,482

Closing date : 19 July 2001

Contact Officer : Ian Hickson on (02) 6207 5419

Responsibilities : Assisting the Maintenance Coordinator with the day to day operations of the Unit including maintenance and review of industry standards; ensuring contractors comply with the OH&S policies and guidelines written into their contracts; conducting contractor performance reviews; and coordinate and monitor external research information, such as traffic volume studies and assessment.. Ideally, the successful applicant will have a detailed understanding and knowledge of the

## EMPLOYMENT (Continued)

maintenance and operation of roads and stormwater assets, a demonstrated ability to manage contracts and consultancies and an ability to develop performance measures for monitoring and evaluating contractor performance.

Tertiary qualifications in Engineering and/or relevant Technical qualifications are essential.

### **Planning & Investigations Officer (Several)**

Technical Officer Grade 3

Remuneration :\$38,951-\$44,192

Closing date : 19 July 2001

Contact Officer : Ian Hickson on (02) 6207 5419  
 Responsibilities : Planning of maintenance programs; carrying out investigations of complaints, prepare advice and recommend corrective action; researching and assisting with development and maintenance of specifications; liaising with external regulators and ensuring ministerial and other correspondence is responded to in a timely manner.

Ideally, the successful applicant will have a detailed understanding and knowledge of the maintenance and operation of roads and stormwater assets and an ability to provide technical advice as well as a demonstrated ability to undertake investigations of complaints in relation to the infrastructure assets. Tertiary qualifications in a technical field desirable.

### **Asset Creation Unit**

Capital Works Coordinator

Senior Professional Officer Grade B

Remuneration :\$67,576-\$76,073

Position No: 23555

Closing date : 19 July 2001

Contact Officer : Tony Gill on (02) 6205 0368  
 Responsibilities : Assisting the Manager, Asset Creation Unit with the day to day coordination of the capital works program, development of the minor new works program and tender evaluation. The position will also be responsible for overseeing and reviewing the development of business cases for capital works funding; management of federally funded projects; reviewing capital works and budgets and providing strategic, professional and technical advice in relation to asset design and creation.

Ideally, the successful applicant will have demonstrated management skills, an understanding of the capital works process, budget development and financial management; detailed understanding and knowledge of the standards for design and construction and the ability to identify capital works' requirements from asset deficiencies and to develop a program for asset rehabilitation. Tertiary qualifications in Engineering essential and experience in design and construction of civil engineering works desirable.

### **Capital Works Officer (Several)**

Senior Professional Officer Grade C

Remuneration :\$57,191-\$61,666

Closing date : 19 July 2001

Contact Officer : Tony Gill on (02) 6205 0368  
 Responsibilities : Developing business cases for capital works funding; management of federally funded projects; maintenance of works as executed drawings; design of new assets as well as design of asset improvements or change and providing strategic and technical advice in relation to asset design and creation. The position will also assist with the day to day coordination of the capital works program, development of minor new works programs and tender evaluation and maintenance. Ideally, the successful applicant will have a demonstrated understanding of the capital works' process, budget development and financial management, a detailed understanding and knowledge of the standards for design and construction and the ability to contribute to the review and development of these standards; the ability to manage contracts and consultancies and experience in tender evaluation and selection processes. Tertiary qualifications in Engineering essential and experience in design and construction of civil engineering works desirable.

### **Gifted Assets Coordinator**

*Gifted Assets are offsite works associated with developments which are handed over for the Territory to maintain.*

Senior Professional/Technical Officer Grade C

Position No: 27853

Remuneration :\$57,191-\$61,666

Closing date: 19 July 2001

Contact Officer : Tony Gill on (02) 6205 0368  
 Responsibilities : Assisting the Manager with the day to day operations of the Asset Creation Unit; providing comment on development applications and design plans for gifted assets; providing input into lease conditions; assisting in the audit of design and construction of gifted assets and providing strategic, professional and technical advice in relation to gifted assets. Ideally, the successful applicant will have demonstrated management skills, including an understanding of financial management and the Gifted Assets Program; detailed understanding and knowledge of the standards for design and construction and the ability to contribute to the review and development of these standards and knowledge of legislation, standards and statutory requirements. Tertiary qualifications in Engineering essential and experience in design and construction of civil engineering works desirable.

### **Asset Acceptance Coordinator**

Senior Professional/Technical Officer Grade C

Position No: 27882

Remuneration:\$57,191-\$61,666

## EMPLOYMENT (Continued)

Closing date: 19 July 2001

Contact Officer : Tony Gill on (02) 6205 0368  
 Responsibilities: Assisting the Manager, Asset Creation Unit with the day to day coordination of the asset inspection and acceptance program; issuing 'Certificates of Acceptance' for 'design', 'operation', and 'final' stages of development and capital works; arranging site inspections during construction for both government and private sector developed assets; maintaining and reviewing industry standards and providing strategic and technical advice in relation to asset inspection and acceptance.

Ideally, the successful applicant will have demonstrated management skills, including an understanding of financial management and the asset inspection and acceptance process; a demonstrated knowledge and understanding of the Asset Creation process as well as procedures for inspection and issuing 'Certificates of Acceptance' for 'design', 'operation' and final stages of development and knowledge of the capital works program as well as legislation, standards and statutory requirements.

Tertiary qualifications in Engineering and/or relevant Technical qualifications are essential and experience in design and construction of civil engineering works desirable.

### **Asset Acceptance Officer**

Technical Officer Grade 4

Position No: 27883

Remuneration: \$45,171-\$50,482

Closing date: 19 July 2001

Contact Officer: Tony Gill on (02) 6205 0368  
 Responsibilities: Ensuring assets accepted onto the Roads and Stormwater Assets Register are designed and constructed in accordance with appropriate standards and specifications; issuing Certificates of Acceptance for "design", "operation" and "final" stages of asset development and providing technical advice in relation to asset inspection and acceptance. The successful applicant will require a sound knowledge and understanding of the asset creation process as well as procedures for inspection and issuing "Certificates of Acceptance"; a detailed understanding and knowledge of the standards for design and construction (as they relate to asset acceptance); and knowledge of legislation, standards and statutory requirements. Tertiary qualifications and/or experience in design and construction of civil engineering works desirable.

Selection Documentation: may be obtained from the Urban Services website at

<http://www.act.gov.au/urbanservices/recruit.htm> l or from Adrienne Tranter on

(02) 6207 6868 or [adrienne.tranter@act.gov.au](mailto:adrienne.tranter@act.gov.au)

Applications: must be received by close of business 19 July 2001 and can either be:

e-mailed to: [julie.simpson@act.gov.au](mailto:julie.simpson@act.gov.au) or sent to:

The Applications Officer

Urban Services  
 Level 1 Annexe, Macarthur House  
 GPO Box 158  
 Canberra ACT 2601  
 CC: 148-9019 17026

### **Operations Group**

#### **City Operations Branch**

##### **Road User Services Section**

###### **Documentation Management Subsection**

Administrative Service Officer Class 2  
 \$29,539-\$32,755 PN 3189 Expected

Vacancy

Canberra

Closing Date: 19-July-01

Duties:

Maintain and update computer based recording/information systems. Prepare internal/external mail for the Business Unit. Prepare documents for scanning.

Contact Officer Rebecca Clark (02) 62079729 or

[rebecca.clark@act.gov.au](mailto:rebecca.clark@act.gov.au)

Selection documentation Helen Williams (02)

62077033 or [helen.williams@act.gov.au](mailto:helen.williams@act.gov.au)

Or from the recruitment home page:

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

Apply Code: 34

CC: 148-9015 17013

### **Planning and Land Management Group**

#### **Land Information & Building Services Branch**

##### **ACT Land Information Centre**

###### **Spatial Data Management Unit**

Senior Information Technology Officer Grade C  
 \$57,191-\$61,666 PN 15273

Canberra

Closing Date: 19-July-01

Duties:

This is a key programming position in the Spatial Data Management Unit, working on the e.Map project. We require an experienced programmer who can develop, manage and support client applications in a spatial/aspacial database environment which employs Geomedia Pro and Webmap..

Qualifications/other experience:

Appropriate tertiary qualifications in IT, awareness of all spatial database technologies and extensive experience in Geomedia Pro.

Contact Officer Ross Cook (02) 62071981

Selection documentation Grace Binoya (02)

62050094

Or from the recruitment home page:

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

Apply Code: 34

CC: 148-9020 17901

### **Planning and Land Management Group**

#### **Territory Planning Branch**

##### **Structure Planning and Design Section**

Senior Officer Grade B

\$67,576-\$76,073 PN 15187

Canberra

Closing Date: 19-July-01

## EMPLOYMENT (Continued)

**Duties:**

The duties of this position involve the management of the Structure Planning and Design Unit to ensure that: all structure and outline planning, policy development and coordination activities are properly developed and managed; policies and guidelines relating to the ACT Government's Land Release Programs are managed in accordance with legislative and policy requirements. Applicants will need to demonstrate extensive professional experience and knowledge of planning and land management issues associated with legislative frameworks. A high level of research, problem solving skills, sound judgement, communication and people management skills are essential.

**Qualifications/other experience:**

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

Contact Officer Maxine Cooper (02) 62071950  
Selection documentation Cheryl Pech (02)  
62072370

Or from the recruitment home page:

<http://www.act.gov.au/urbanservices/recruit.html>  
Apply Code: 34  
CC: 148-9020 16924

**Planning and Land Management Group**
**Territory Planning Branch**
**Executive Unit**

Administrative Service Officer Class 3  
\$33,644-\$36,310 PN 789

Canberra

Closing Date: 19-July-01

**Duties:**

The duties of this position involve providing a broad range of administrative/management support duties: including arranging meetings, appointments and daily schedules for the Branch Director; maintaining, coordinating and operating recording and tracking correspondence systems for the Branch; recommending modifications/improvements; screen and prioritise all incoming correspondence, visitors and telephone calls; provide keyboard and other micro-computer services; assist in organising travel itineraries for the Director; assist with the maintenance and coordination of Branch expenditure (eg stationery, travel, training, purchasing); provide administrative support to the Branch as required. Prepare/draft agenda for meetings and assemble supporting documents. Undertake responsibility for filing, custody and distribution of confidential papers.

Contact Officer and Selection documentation Cheryl Pech (02) 62072370

Or from the recruitment home page:

<http://www.act.gov.au/urbanservices/recruit.html>  
Apply Code: 34  
CC: 148-9020 16924

**Operations Group**
**City Operations Branch**
**Yarralumla Nursery**

Senior Officer Grade C

\$57,191-\$61,666 PN 13666

Canberra

Closing Date: 19-July-01

**Duties:**

The Manager Yarralumla Nursery is required to manage the business of the Nursery as a commercial operation and to lead the business for a successful future. Duties include commercial operational business management including technical plant nursery functions, resource management, contract development and management, strategic planning, and liaison with other areas of the department and private enterprise businesses and industry groups.

**Qualifications/other requirements:**

Tertiary qualifications in Business Management, Horticulture, related disciplines or equivalent experience.

Contact Officer Sue Ross (02) 62052250  
Selection documentation Simon Lalor (02)  
62078878

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

Apply: 34

CC: 148-9015 17800

**Corporate Group**
**Human Resources Section**
**Personnel Section**

Administrative Service Officer Class 4  
\$37,499-\$40,714 SEVERAL

POSITIONS

Canberra

Closing Date: 12-July-01

**Duties:**

The Urban Services Personnel Section is seeking applications from motivated and enthusiastic people who have experience in providing professional payroll and personnel related activities in a fee for service environment. Applicants must have excellent customer service skills and possess a sound understanding of all payroll activities including Enterprise Bargaining related conditions, superannuation, and compensation. Knowledge of a wide variety of legislation applicable to the ACT Public Service and an understanding of the PERSPECT system is highly desirable.

**Note:**

Two referee reports addressing the selection criteria must be attached to the application. The successful applicant may be selected from Job Application and Referee Reports only.

Contact Officer and Selection documentation

Katherine McMahon (02) 62075912

Or from the recruitment home page:

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

Apply: 34

CC: 148-9017 17224

## EMPLOYMENT (Continued)

### **DIRECTOR OF PUBLIC PROSECUTIONS**

**Paralegal level 1 (upper) \$34,519 - \$37,499,  
Canberra (PN. Several)**

**Closing date:** 20/7/01

**Duties**

Under general direction and as part of a team perform all or some of the following:

Provide administrative support to a unit responsible for the prosecution of matters in the Magistrates and Supreme Courts;

Attend court to assist legal staff as required

Liaise with the Australian Federal Police, other client departments, solicitors and members of the public which includes making enquiries and providing information about court matters;

Co-ordinate support activities for a legal team and train new members of a legal support group.

Assist other officers in the performance of their duties as necessary.

**Eligibility/other requirements:**

Willingness to participate in staff rotation.

Eligibility for an AFP security clearance to the protected level at a minimum.

**Note:** The vacancies will be filled in accordance with the Office's Certified agreement, and be in the way of a temporary contract for a period of up to 3 years.

**Contact Officer:** Leonie Amos (02) 6247 3800

Selection documentation may be obtained from Leonie Amos (02) 6247 3800

Apply: 05

CC:

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## **Appointments**

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### **ACT COMMUNITY CARE**

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

Michael Dakin: 741-04128, Section 68(1), 21 June 2001

CC: 148-9009-16861

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

Tamara Jackson: 741-04101, Section 68(1), 21 June 2001

CC: 148-9009-16861

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

Michael Conroy: 741-04099, Section 68(1), 21 June 2001

CC: 148-9009-16861

### **DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**

**School Assistant 2 \$24747-27442**

Maurice De Smet: 761-22370, Section 68(1), 25 June 2001

CC: 148-9013-16917

**School Assistant 2 \$ 24747-27442**

Diana Wallace: 747-75423, Section 68(1), 26 June 2001

CC: 148-9013-16917

### **CANBERRA INSTITUTE OF TECHNOLOGY**

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

Julia Nimmo: 744-91762, Section 68(1), 25 June 2001

CC: 148-9024-18549

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

Mary (Esther) Clark: 744-93362, Section 68(1), 02 July 2001

CC: 148-9024-18549

### **DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**

**Senior Officer Grade B \$67,576 – 76,073**

Bruce Frazer: 765-85914, Section 68/70, 20/6/01

CC: 148-9012-16904

### **DEPARTMENT OF URBAN SERVICES**

#### **Urban Services**

#### **Operations Group**

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

**Geoffrey Brown AGS Number 769 64113.**

Section 68(1) 26-Jun-01

CC: 148-9015 17013

### **DEPARTMENT OF TREASURY**

Administrative Service Officer Class 3, \$33,644 -  
\$36,310p.a

**Julie Mary Irving, 760-74874**

Section 68 21 June 2001

Revenue Management Branch, Department of Treasury

CC: 148-9042-17176

Administrative Service Officer Class 3, \$33,644 -  
\$36,310p.a

**Jerry Fernandez, 757-47774**

Section 68 21 June 2001

Revenue Management Branch, Department of Treasury

CC: 148-9042-17176

Administrative Service Officer Class 3, \$33,644 -  
\$36,310p.a

**Pamela Fife, 757-47950**

Section 68 22 June 2001

Revenue Management Branch, Department of Treasury

CC: 148-9042-17176

## EMPLOYMENT (Continued)

### **Transfer**

#### **DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**

**Peter Charles Holmes: 033-28554**

From: Teacher Level 1 \$36000-50500  
 Caroline Chisholm High School, Department of Education and Community Services  
 To: Information Technology Officer 2 \$44504-51121  
 Information Management, Department of Education and Community Services Canberra (PN. 33191) (No 19, 10 May 2001)  
 CC: 148-9013-16917

#### **DEPARTMENT OF URBAN SERVICES**

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

**Roderick Baxter AGS Number 259 91007.**

**From:** Senior Officer Grade C.  
**Environment ACT**  
**\$57,756-\$62,275**  
**To:** Senior Officer Grade C  
**\$57,191-\$61,666.**  
**Business Development and Marketing Section PN 15264**  
**Gazette Date 11-Jan-01.**  
**CC:** 148-9020 17776

### **Promotions**

#### **Promotions under the *Public Sector Management Act 1994***

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

#### **A. APPEALS**

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

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

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

#### **YOU MAY ALSO APPEAL IF:**

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

#### **YOU CAN NOT APPEAL WHEN:**

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

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

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

#### **ADVICE TO POTENTIAL APPELLANTS**

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

## EMPLOYMENT (Continued)

### **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 deadlines relates to the date on which the direction was first notified in the department.)

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

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

## EMPLOYMENT (Continued)

### **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

### **THE CANBERRA HOSPITAL**

#### **The Canberra Hospital Mental Health Services Clinical Support**

##### **Jennie McDonald : 748-80266**

From: Administrative Service Officer Class 2  
\$28,391-\$31,483  
Mental Health Services  
To: Information Technology Officer Class 1  
\$34,900-\$39,904  
The Canberra Hospital Mental Health Services,  
Canberra (PN. 21957) (19/4/01)  
CC: 2212

### **ACT COMMUNITY CARE**

#### **ACT Community Care Executive Marketing and Promotions Unit**

##### **Hasnah Hariri-Scheding: 749-93033**

From: Executive Level 1 \$59,453 - \$64,199  
Dept of Industry, Science and Resources  
To: @ Public Affairs Officer Grade 3 \$58,566 -  
\$69,254  
Marketing and Promotions Unit, ACT Community  
Care Canberra (PN.28400) (3 May 2001)  
This is a deemed promotion under section 115  
(7) of the Public Sector Management Act 1994.  
CC: 148-9009-18270

### **ACTION**

#### **ACTION Corporate and Financial Services Business Systems Support**

##### **R.John Heggaton: 255-11632**

From: Information Technology Officer Grade 2  
\$44,728pa - \$51,379pa  
Department of Urban Services, ACTION Bus  
Services  
To: Senior Officer Grade C \$56,630pa -  
\$61,061pa  
Business Systems Support, DUS, ACTION Bus  
Services, Canberra (PN. 20183) (ACT Gazette  
No.8, 22 February 2001)  
CC: 148-9027-17791

### **DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**

#### **School Curriculum and Assessment Branch Curriculum Initiatives Section**

##### **Cynthia Rose Fuller: 715-62975**

From: School Assistant 2 \$24747-27442

Department of Education and Community  
Services

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

Curriculum Initiatives Section, Department of  
Education and Community Services, Canberra  
(PN.1499) (No.15, 12 April 2001).  
CC: 148-9013-16917

### **Urambi Primary School**

#### **Judith Marion Bailey: 027-46914**

From: School Assistant 2 \$24747-27442  
Department of Education and Community  
Services

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

Urambi Primary School, Department of  
Education and Community Services, Canberra  
(PN.605) (No.21, 24 May 2001).  
CC: 148-9013-16917

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

#### **Deborah Winkler: 749-27677**

From: Senior Professional Officer Class B  
\$66577-74949

Department of Education and Community  
Services

To: † Senior Professional Officer Class A  
\$77322

Child Protection Services, Department of  
Education and Community Services, Canberra  
(PN. 3847) (No. 19, 10 May 2001)  
CC: 148-9013-16917

### **Human Resources Branch Staff Development Section**

#### **Elise Rogers: 026-87440**

From: Teacher Level 1 \$36000-50500  
Department of Education and Community  
Services

To: † Teacher Level 2 \$56100

Staff Development Section, Department of  
Education and Community Services, Canberra  
(PN. 33598) (No. 9, 1 March 2001)  
CC: 148-9013-16917

### **Human Resources Workforce Planning and Management**

#### **Louise Frewin: 027-40969**

From: School Assistant 2 \$24747-27442  
Department of Education and Community  
Services

To: Administrative Services Officer Class 3  
\$33147-35774

Workforce Planning and Management,  
Department of Education and Community  
Services, Canberra (PN. 14440) (No 7, 15  
February 2001)

CC: 148-9013-16917

## EMPLOYMENT (Continued)

**Education and Training Division  
Schools Directorate Branch  
Community Partnerships Section**

**Sandra Jean Lakeland: 025-34962**  
 From: School Assistant 2 \$24747-27442  
 Department of Education and Community Services  
 To: Administrative Service Officer Class 4 \$36945-40113  
 Community Partnerships Section, Department of Education and Community Services, Canberra (PN. 198) (No 20, 17 May 2001)  
 CC: 148-9013-16917

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

**Rowan McLachlan: 751-77353**  
 From: Information Technology Officer 1 \$35774-40904  
 Department of Education and Community Services  
 To: Information Technology Officer 2 \$44504-51121  
 Information Technology Support Section, Department of Education and Community Services, Canberra (PN. 2488) (No 19, 10 May 2001)  
 CC: 148-9013-16917

**CANBERRA INSTITUTE OF TECHNOLOGY**

**Faculty of Communication and Community Services  
Faculty Management Unit**

**Mrs Tiina Wilson: 711-16895**  
 From: ASO 2 \$29,684 - \$32,917, CIT  
 To: ASO3 \$33,810 - \$36,489, CIT, Faculty of Communication and Community Services, Canberra (PN. 55483) (Gazette No. 223 weekly, 24/5/2001)  
 CC: 148-9024-17271

**Mrs Roslyn Hansen: 711-16932**  
 From: ASO 2 \$29,684 - \$32,917 CIT  
 To: ASO3 \$33,810 - \$36,489, CIT, Faculty of Communication and Community Services, Canberra (PN. 55484) (Gazette No. 223 weekly, 24/5/2001)  
 CC: 148-9024-17271

**Faculty of Tourism and Hotel Management  
Department of Hotel Management and Beauty Studies**

**Anne-Maree Lisa Garrett: 719-30707**  
 From: General Services Officer 8 \$35,528 - \$37,616  
 Faculty of Tourism and Hotel Management  
 To: Teacher Band 1 \$35,425 - \$51,432  
 Faculty of Tourism and Hotel Management  
 Department of Hotel Management and Beauty Studies, Canberra (PN. 51568) (1/3/01)

**ACT WORKCOVER**

**Douglas Davidson AGS Number 748 39781.**  
 From Technical Officer Level 4 \$45,171-\$50,482  
 To: †Senior Officer Grade C \$57,191-\$61,666  
 AIMS Database Section  
 PN 42135 Gazette 15-Mar-01  
 CC: 148-9020 17088

**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 7<sup>th</sup> day after notification in the Gazette.

**Urban Services  
City Management Group**

**Kanagasabai (Kanac) Chandramohan AGS Number 701 02408.**  
 From Professional Officer Class 2 \$45,171-\$50,482  
 To: †Senior Professional Officer Grade C \$57,191-\$61,666  
 Quality Coordination Section  
 PN 12479 Gazette 17-May-01  
 CC: 148-9015 16942

**Marc-Ian Edwards AGS Number 547 21655**  
 From Administrative Service Officer Class 2 \$29,539-\$32,755  
 To: Administrative Service Officer Class 4 \$37,499-\$40,714  
 Quality Coordination Section  
 PN 23362 Gazette 17-May-01  
 CC: 148-9015 16942

**Corporate Group  
Human Resources Section**

**Katherine McMahon AGS Number 710 39789**  
 From Administrative Service Officer Class 6 \$45,171-\$51,888  
 Personnel Subsection  
 To: †Senior Officer Grade C \$57,191-\$61,666  
 Personnel Subsection  
 PN 18891 Gazette 07-June-01  
 CC: 148-9017 16954

**Operations Group  
Land and Property Branch**

**Margaret Whittem AGS Number 507 65810**  
 From Administrative Service Officer Class 6 CMD \$45,171-\$51,888  
 To: †Senior Officer Grade C CMD \$57,191-\$61,666  
 Asset Management Section  
 PN 43437 Gazette 03-May-01  
 CC: 148-9015 20692

## EMPLOYMENT (Continued)

**Virginia Scott AGS Number 735 14029**

**From** Administrative Service Officer Class 6  
**CMD**  
\$45,171-\$51,888  
**To:** †Senior Officer Grade C CMD  
\$57,191-\$61,666  
Business Analysis Section  
**PN** 55239 **Gazette** 03-May01  
**CC:** 148-9015 20692

**Kathleen Pooley AGS Number 510 41910**

**From** Administrative Service Officer Class 6  
CMA  
\$45,171-\$51,888  
**To:** †Senior Officer Grade C CMD  
\$57,191-\$61,666  
Land Development Section  
**PN** 55241 **Gazette** 03-May-01  
**CC:** 148-9015 20692

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

**Steven Gianakis AGS Number 715 97641**  
**From** Administrative Service Officer Class 6  
\$45,171-\$51,888  
**To:** †Senior Officer Grade C  
\$57,191-\$61,666  
Development Assessment Section  
**PN** 15266 **Gazette** 11-Jan-01  
**CC:** 148-9020 17776

**Aaron Oshyer AGS Number 705 34112**

**From** Administrative Service Officer Class 6  
\$45,171-\$51,888  
**To:** †Senior Officer Grade C  
\$57,191-\$61,666  
Development Assessment Section  
**PN** 15265 **Gazette** 11-Jan-01  
**CC:** 148-9020 17776

**Stuart Chalker AGS Number 736 39227**

**From** Administrative Service Officer Class 6  
\$45,171-\$51,888  
**To:** †Senior Officer Grade C  
\$57,191-\$61,666  
Development Assessment Section  
**PN** 5445 **Gazette** 11-Jan-01  
**CC:** 148-9020 17776

### Retirements and dismissals

**CHIEF MINISTER'S DEPARTMENT**

Chief Minister's Department, Public Sector Management Group  
Section 143 Public Sector Management Act:  
**Errol Alexander White**  
CMD Manager  
22 June 2001  
CC: 148-9031-16949

### ACT Public Service Index of addresses

05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601

- 06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Public Hospital, PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606
- 17 Resource Advisor, Business Services Bureau, Department of Health, Housing and Community Care, PO Box 11, Woden ACT 2606
- 18 The Personnel/ HR Officer, ACT Legislative Assembly Secretariat, GPO Box 1020, Canberra ACT 2601
- 20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611
- 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
S38	27 June	Instrument No 148 of 2001 ~ <i>Motor Omnibus Services Act 1995</i> Regulation No 19 of 2001 ~ <i>Dangerous Goods Act 1975</i> Notice of determination of concessions for travel on a motor omnibus ~ <i>Motor Omnibus Services Act 1995</i>
S39	28 June	Instrument No. 157 of 2001 ~ <i>Land (Planning and Land Management Act 1991</i> Instrument No. 158 of 2001 ~ <i>Waste Minimisation Act 2001</i> Instrument No. 159 of 2001 ~ <i>Building and Services Act 1924</i> Instrument No. 160 of 2001 ~ <i>Road Transport (General) Act 1999</i> Instrument No. 161 of 2001 ~ <i>Legislative Assembly (Members' Staff) Act 1989</i>

## GOVERNMENT NOTICES

### NOTIFICATION OF THE MAKING OF AN INSTRUMENT

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

<b>Act under which Instrument made</b>	<b>Description of Instrument</b>	<b>Number and year of Instrument</b>
<i>Bushfire Act 1936</i>	Appointment of Members, Bushfire Council.	No. 163 of 2001
<i>Agents Act 1968</i>	Appointment of Peter Crowley as Chair and a Member of the Agents Board of the ACT.	No. 164 of 2001
<i>Agents Act 1968</i>	Appointment of Members to the Agents Board of the ACT.	No. 165 of 2001

## GOVERNMENT NOTICES (Continued)

### AUSTRALIAN CAPITAL TERRITORY

#### *LAND (PLANNING AND ENVIRONMENT) ACT 1991*

#### NOTICE

The ACT Executive, pursuant to paragraph 26(1)(a) of the *Land (Planning and Environment) Act 1991*, **approved on 16 March 2001**:

- **Variation to the Territory Plan No.89 entitled Murrumbidgee and Lower Molonglo Rivers.**

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

- Plan Variation No.89 was tabled before the Legislative Assembly and had not been disallowed, or deemed to be disallowed, as at 19 June 2001.

Now therefore pursuant to subsection 29(6) of the *Land (Planning and Environment) Act 1991*, I specify that the date of commencement of Variation No.89 to the Territory Plan will be 5 July 2001.

Copies of Variation No.89 to the Territory Plan:

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

Brendan Smyth

Deputy Chief Minister and  
Minister for Urban Services

