



Australian Capital Territory

Gazette

No. 29, Thursday 19 July, 2001

Contents

General Information	ii
Employment	789
Gazette Information	808
Government Notices	809

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

CONTACT DETAILS

ACT Gazette Officer
Publishing and Shopfront Services
GPO Box 158
Canberra ACT 2601

ACT Gazette Office
Level 7, Macarthur House
12 Wattle Street
Lyneham ACT 2602

Phone: (02) 6205 0254

Fax: (02) 6205 0266

e-mail: gazette.office@act.gov.au

Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

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

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

Purchasing and Subscriptions

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

Copyright Notice - Australian Capital Territory

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without written permission from Library and Information Management, Department of Urban Services, ACT Government, GPO Box 158, Canberra ACT 2601.

Products and Services advertised in this publication are not necessarily endorsed by the ACT Government

EMPLOYMENT

ACT Public Service

Executive Contracts

Appointments

CHIEF MINISTER'S DEPARTMENT

Nic Manikis
 Senior Director
 Office of Multicultural and Community Affairs
 (E215)
 Section 72, Public Sector Management Act 1994

Meredith Whitten
 Director
 Corporate Services (E185)
 Section 72, Public Sector Management Act 1994

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Martin Toohey
 Courts Administrator
 ACT Law Courts (E105)
 Section 72, Public Sector Management Act 1994

DEPARTMENT OF TREASURY

Australian International Hotel School

 Glen Gaskill
 Deputy Director (E118)
 Section 72, Public Sector Management Act 1994

Termination

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

CHIEF MINISTER'S DEPARTMENT

Nic Manikis
 Director
 Office of Multicultural and Community Affairs
 (E123)
 5.5.01

General Information

Eligibility to apply for advertised vacancies

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

- the Chief Executive has decided that because of cost or operational efficiency a

vacancy should be advertised as open only to permanent officers and groups with eligibility rights. Restricted positions will be marked #

- a former officer is restricted from re-employment under section 114 of the Public Sector Management Act 1994.

Groups with eligibility rights are:

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

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

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

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

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

EMPLOYMENT (Continued)**Vacancies****DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE****Population Health Division****Health Protection Service****Communicable Diseases Control**

Senior Professional Officer Grade C,
\$57,191 – \$61,666, Canberra (PN. 23780)

Closing date: 2 August 2001

Duties: Provide expert epidemiological advice and assistance in the surveillance and management of food-borne diseases in the ACT. This will include: developing strategies to improve the ACT surveillance of food-borne disease; enhancing existing systems of recording and reporting; establishing a register of food-borne outbreaks in the ACT; contributing to the activities of the National Food-borne Disease Surveillance Group OZFoodNet; and provision of quarterly reports on causes of food-borne diseases.

Eligibility/other requirements: Experience and expertise in the surveillance and management of communicable disease. Completion of a Master of Applied Epidemiology, Master of Public Health or equivalent postgraduate qualification, or equivalent experience with statistical analysis and reporting of data.

Contact Officer: Dr Eddie O'Brien
(02) 6205 8762

Selection documentation may be obtained from
Kim Harriden (02) 6207 0897

Apply: 20

CC: 148-9011-16889

Central Office**Community Health and Housing****Disability Priorities**

Senior Officer Grade C \$57,191 - \$61,666
Canberra (PN.23029)

Closing date: 2 August 2001

Duties: Assist the Manager to plan, develop and implement policies and programs for the effective delivery of community services. Liaise and negotiate with Government and non-government Agencies and provide high level advice on operational policy development and implementation issues for the delivery of human services to optimise productivity of purchase agreements. Ensure purchase agreements reflect Government policy and analyse the performance of providers related to contractual arrangements. Prepare briefings, correspondence, minutes, discussion papers and reports as required.

Eligibility/other requirements: Experience in the disability and/or community service sector. Administration and project development and/or tertiary qualifications in behavioural science or financial management desirable. A knowledge and understanding of the principles of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity.

Note:

Contact Officer: Cate Thomas (02) 6205 1566

Selection documentation may be obtained from
Deborah Duff (02) 6207 2323

E-mail: deborah.duff@act.gov.au

Apply: Human Resource Adviser, Callam
Offices (Block A, Level 2), ACT Department of
Health, Housing and Community Care, GPO Box
825, CANBERRA ACT 2601
CC: 148-9011-16882

Central Office**Community Health and Housing****Disability Priorities**

Administrative Service Officer Class 6
\$45,171 - \$51,888 Canberra (PN.33227)

Closing date: 2 August 2001

Duties: As a senior project officer, manage the purchase of services from the community sector and reporting of outputs and financial accountability. Provide high level and strategic advice on the purchase of services. Implement Government and departmental policy in respect of the purchasing function. Undertake specific project work related to corporate goals and the purchasing of disability services from the community sector. Represent the Department at meetings and in liaison and negotiation with customers, other agencies, other Government and other stakeholders. Eligibility/other requirements: Experience in the disability and/or community service sector. Administration and project development and/or tertiary qualifications in behavioural science or financial management desirable. A knowledge and understanding of the principles of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity.

Note:

Contact Officer: Cate Thomas (02) 6205 1566

Selection documentation may be obtained from
Deborah Duff (02) 6207 2323

E-mail: deborah.duff@act.gov.au

Apply: Human Resource Adviser, Callam
Offices (Block A, Level 2), ACT Department of
Health, Housing and Community Care, GPO Box
825, CANBERRA ACT 2601
CC: 148-9011-16882

Temporary Vacancy -**Community Health and Housing****Housing Policy and Planning**

Senior Officer Grade C - \$57,191 - \$61,666,
Canberra (PN. 25717)

Closing date: 27 July 2001

Period: 3 months for Immediate filling until 19 October 2001 with the possibility of extension. Housing Policy and Planning is seeking an experienced Policy Officer to contribute to the development of housing policy in the ACT. The successful applicant will be responsible for policy development and project management in the areas of community housing, crisis accommodation, youth and disability housing issues. This position also includes liaising with the Commonwealth and other States/Territories on housing assistance matters.

Duties: As a team leader and/or team member undertake housing policy and program development, analysis, evaluation and reporting. Undertake high level liaison with representatives of the Commonwealth Government, other ACT Government Agencies, representatives of industry and the community sector. Provide policy and program advice to the Minister and departmental senior

EMPLOYMENT (Continued)

management through the preparation of replies to correspondence, briefings, cabinet submissions, policy papers, estimate briefs and Prepared Assembly Questions.

Eligibility/other requirements: Relevant tertiary qualifications in public policy, economics, accounting, statistics, urban and regional planning or law would be an advantage.

Selection documentation may be obtained from Deborah Duff (02) 6207 2323 E-mail: deborah.duff@act.gov.au

Contact Officer: Alan Franklin (02) 6207 1229.

Expressions of interest, briefly outlining relevant skills and experience, should be forwarded to Alan Franklin, Manager, Housing Policy and Planning by cob Friday 27 July 2001.

CC: 148-9011-17913

THE CANBERRA HOSPITAL**Corporate Services
Staff Development Unit**

Registered Nurse Level 3 – Educator (Operating Room/Surgical) \$48,200 - \$51,307, Canberra (PN. 22143 expected vacancy)

Closing date: 2 August 2001

Duties: Provide evidence based programs to Operating Room staff through the development, implementation, co-ordination and evaluation of learning packages, workshops, seminars and study modules. Assist personnel in the development of skills necessary to provide evidence base practice. Assist in developing and providing educational and training programs to non nursing staff.

Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Registration Board. Demonstrated expertise in the relevant field of practice. Holds or has made significant progress towards a post-graduate qualification in an appropriate field and holds relevant post-registration qualification.

Contact Officer: Elizabeth Renton (02) 6244 3429

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

Apply: 16

CC: 1521

**Corporate Services
Staff Development Unit**

Registered Nurse Level 3 – Educator (Medical) \$48,200-51,307, Canberra (PN. 26326)

Closing date: 2 August 2001

Duties: Provide evidence based programs to Medical Nursing staff through the development, implementation, co-ordination and evaluation of learning packages, workshops, seminars and study modules. Assist personnel in the development of skills necessary to provide evidence base practice. Assist in developing and providing educational and training programs to non nursing staff.

Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Registration Board. Demonstrated expertise in the relevant field of practice. Holds or has made significant progress towards a post-graduate qualification in an appropriate field and holds relevant post-registration qualification.

Contact Officer: Elizabeth Renton (02) 6244 3429

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

Apply: 16

CC: 1521

**The Canberra Hospital
Clinical Services
Pharmacy Department**

Senior Professional Officer Grade C – Senior Pharmacist \$55,684 - \$60,040, Canberra (PN. 28493)

Closing date: 2nd August 2001

Duties: Under limited direction, coordinate and manage pharmacy services provided to the private hospital and supervise staff and students employed in the provision of such services; develop and implement policies and procedures for the provision of services to the private hospital.

Eligibility/other requirements: A Degree in Pharmacy or equivalent qualification; registrable as a Pharmacist in the ACT

Note: Selection may be made on the basis of written applications and referee reports only

Contact Officer: Sue Alexander (02) 6244 2121

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

Apply: 16

CC: (2344)

**The Canberra Hospital
Clinical Services
Pharmacy Department**

Professional Officer Class 2 – Clinical Pharmacist \$43,980 - \$49,151, Canberra (PN. 26216)

Closing date: 2nd August 2001

Duties: Provide clinical pharmacy services to wards and units of The Canberra Hospital; attend ward rounds and clinical meetings as necessary; dispense medications and prepare intravenous additives, parenteral nutrition solutions and cytotoxic drugs as required

Eligibility/other requirements: Registrable as a Pharmacist in the ACT

Note: Selection may be made on the basis of written applications and referee reports only

Contact Officer: Sue Alexander (02) 6244 2121

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

Apply: 16

CC: (2334)

EMPLOYMENT (Continued)**The Canberra Hospital
Clinical Services
Pharmacy Department**

Technical Officer Level 1 \$29,739 - \$32,664,
Canberra (PN. 28633)
Closing date: 2nd August 2001
Duties: Under the supervision of a Pharmacist:-
Dispense medications for inpatients and
outpatients; manufacture extemporaneous
preparations according to good manufacturing
practice; undertake pre-packing and labelling of
pharmaceuticals as directed by a Pharmacist
Eligibility/other requirements: Completion of
Pharmacy Technician Certificate or similar
qualification desirable
Note: Selection may be made on the basis of
written applications and referee reports only
Contact Officer: Sue Alexander (02) 6244 2121
Selection documentation may be obtained from
the Human Resource Management Group
(02) 6244 3580
Apply: 16
CC: (2334)

**The Canberra Hospital
Business and Infrastructure
Ward Services**

General Services Officer Class 5
\$28,825 - \$30,321, Canberra (PN. 28745)
Closing date: 2nd August 2001
Duties: Co-ordinate service arrangements; and
supervise all Ward Services staff performing a
range of tasks within the Operating
Rooms, ensuring that services meet client
needs. Observe Occupational Health and
Safety, Equal Employment Opportunity and
Industrial Democracy practices in the
performance of duties. In accordance with
Operating Room Unit procedures and practices,
participate in the general work of Ward
Services staff servicing the Operating Rooms.
Contact Officer: Oliver Holst (02) 6244 2610
Selection documentation may be obtained from
the Human Resource Management Group
(02) 6244 4168
Apply: 16
CC: (1353)

**The Canberra Hospital
Business and Infrastructure
Ward Services**

General Services Officer Class 4
\$27,306 - \$28,401, Canberra (Pn: Several)
Closing date: 2nd August 2001
Duties: Assist nursing and medical staff with the
positioning, lifting, holding and direct care of
patients. Transport patients within the Operating
Suite and to and from outside areas as required.
Assist with Theatres equipment functions and
the provision and maintenance of stores
Note: There are six positions available
Contact Officer: Oliver Holst (02) 6244 2610
Selection documentation may be obtained from
the Human Resource Management Group (02)
6244 4168
Apply: 16
CC: (1353)

ACT COMMUNITY CARE**Disability Program/Multi-disciplinary Team
Speech Pathologist -Professional Officer
Class 1**

Full time and Part time positions (several)
\$36,498* - \$43,623 per annum (* With a four
year degree)
Vacancies exist for qualified speech
pathologists to work as part of a multi-
disciplinary team, providing services to the
Disability Program, including schools,
community and accommodation clients.
Excellent team, client and communication skills
are required. Experience with working with
people with disabilities is advantageous but not
essential.
Duties include:

- Assessing, planning and implementing
group and individual programs for people
with disabilities including those in the area
of communication and mealtime
assistance.
- Conducting and interpreting speech
pathology assessments as required.

Eligibility: An appropriate speech pathology
degree or diploma. Eligibility for practising
membership of Speech Pathology Australia.

**Speech Pathology Assistants – Technical
Officer Level 2**

Several Full time positions
\$32,746 – \$37,689 per annum
Vacancies exist for speech pathology
assistants to work with children and adults with
a disability. Services will be provided under
the direction of a speech pathologist to children
in special schools and supported
accommodation clients.
Effective verbal communication, interpersonal
skills and ability to work with clients,
caregivers, teachers, and other health
personnel to promote objectives is required.
Eligibility: An Associate Diploma in disability,
communication, community services or a
related discipline from a technical college is a
minimum requirement.

**Social Worker - Professional Officer Class 2
Full time and Part time positions (several)
\$44,590 - \$49,833 PER ANNUM**

A position exists for a qualified social worker to
work as part of a multi-disciplinary team,
providing services to Disability Program
clients.
Duties include:

- Planning, implementing and evaluating
group and individual assistance for people
with disabilities including assistance in the
area of assessment, counselling,
representation and crisis intervention.
- Coordinating individuals, groups and
projects to assist people with disabilities,
their families, guardians, advocates and
care-givers.
- Providing case management support.
- Ability to train staff and clients in matters
related to social work.

EMPLOYMENT (Continued)

Excellent team, client and communication skills are required. Experience working with people with disabilities would be an advantage.

Eligibility: A degree in Social Work or equivalent. Eligibility for full membership of the Australian Association of Social Workers.

To obtain the selection documentation for any of the above positions, please phone the 24 hour answering service on (02) 6205 0971.

Contact Officer: Robynne Maher, phone (02) 6207 8088

Applications close: 27 July 2001

Apply: 21

CC: 148-9009-16861

Academic Unit of General Practice and Community Care

Administrative Service Officer Class 3

\$32,855 - \$35,458

Salary packaging with FBT exemption under PBI conditions may be available.

Canberra (PN 28444 temporary vacancy)

Closing date: 27 July 2001

The Academic Unit of General Practice is seeking a well organised person to provide clerical support to staff. Duties include: word processing, phone enquires, ordering of stationary and equipment, mail, maintain and implement filing systems and to act as a relief within the Unit when required. Applicants must have high administrative skills and a demonstrated ability to define tasks and achieve goals autonomously. Meticulous keyboard skills and experience in computer packages such as Windows, Word, Excel are essential.

Note: Temporary vacancy for 12 months (August 2001 to August 2002).

Contact Officer: Jenny Jackson (02) 6252 4512

Selection Documentation: Sam Morgan

(02) 6252 4501

Apply: 21

CC: 148-9009-18270

CALVARY HEALTH CARE ACT**Nursing Services****Emergency**

Registered Nurse Level 2 \$46,073 - \$48,985, Canberra (PN. 8755)

Closing date: 2 August 2001

Duties: Provide direct holistic care to patients with complex care needs by utilising the nursing process in the form of care maps. Act as a professional role model and resource person in the provision of holistic patient care.

Eligibility/other requirements: Current registration as a Registered Nurse with the ACT Nurses Board.

Note: Part time 60 hours per fortnight, 10 hour night duty. TTY 6201 6127

Contact Officer: Sue Gosling (02) 6201 6166

Selection documentation may be obtained from Jan Smith (02) 6201 6160

Apply: 07

CC: 148-9094-17781

**Administrative Services
Communications**

Calvary Administrative Officer 2

\$28,475 - \$31,576, Canberra (PN. Several)

Closing date: 2 August 2001

Duties: Operate, answer and respond to telephone calls on the main switchboard and emergency telephone extensions, operate internal and external paging systems and program units as required.

Note: Part time 1 x 40 hours, 2 x 35 hours TTY 6201 6127

Contact Officer: Eileen Muscat (02) 6201 6900

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

Apply: 07

CC: 148-9094-17781

**Administrative Services
Finance**

Calvary Administrative Officer 2

\$28,475 - \$31,576, Canberra (PN. Several)

Closing date: 2 August 2001

Duties: Under general direction, undertake a range of clerical and keyboard duties relevant to the sub section including maintaining computer based patient information systems and perform admission and discharge procedures.

Note: Full time 73.30 hours, part time 36.45 hours per fortnight. TTY 6201 6127

Contact Officer: Eileen Muscat (02) 6201 6900

Selection documentation may be obtained from Eileen Muscat (02) 6201 6900

Apply: 07

CC: 148-9094-17781

Central Office**Community Health and Housing****Disability Priorities**

Senior Officer Grade C \$57,191 - \$61,666

Canberra (PN.23029)

Closing date: 2 August 2001

Duties: Assist the Manager to plan, develop and implement policies and programs for the effective delivery of community services.

Liaise and negotiate with Government and non-government Agencies and provide high level advice on operational policy development and implementation issues for the delivery of human services to optimise productivity of purchase agreements. Ensure purchase agreements reflect Government policy and analyse the performance of providers related to contractual arrangements. Prepare briefings, correspondence, minutes, discussion papers and reports as required.

Eligibility/other requirements: Experience in administration and project development and/or tertiary qualifications in behavioural science or financial management desirable. A knowledge and understanding of the principles of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity.

EMPLOYMENT (Continued)**Note:**

Contact Officer: Cate Thomas (02) 6205 1566
 Selection documentation may be obtained from
 Deborah Duff (02) 6207 2323
 E-mail: deborah.duff@act.gov.au
 Apply: Human Resource Adviser, Callam
 Offices (Block A, Level 2), ACT Department of
 Health, Housing and Community Care, GPO Box
 825, CANBERRA ACT 2601
 CC: 148-9011-16882

Central Office**Community Health and Housing****Disability Priorities**

Administrative Service Officer Class 6
 \$45,171 - \$51,888 Canberra (PN.33227)
 Closing date: 2 August 2001
 Duties: As a senior project officer, manage the
 purchase of services from the community
 sector and reporting of outputs and financial
 accountability. Provide high level and strategic
 advice on the purchase of services. Implement
 Government and departmental policy in respect
 of the purchasing function. Undertake specific
 project work related to corporate goals and the
 purchasing of disability services from the
 community sector. Represent the Department at
 meetings and in liaison and negotiation with
 customers, other agencies, other Government
 and other stakeholders.

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:

Contact Officer: Cate Thomas (02) 6205 1566
 Selection documentation may be obtained from
 Deborah Duff (02) 6207 2323
 E-mail: deborah.duff@act.gov.au
 Apply: Human Resource Adviser, Callam
 Offices (Block A, Level 2), ACT Department of
 Health, Housing and Community Care, GPO Box
 825, CANBERRA ACT 2601
 CC: 148-9011-16882

CHIEF MINISTER'S DEPARTMENT**Corporate Services**

Administrative Service Officer Class 5, (PN: 55375)

Salary Range: \$41,825 - \$44,349p.a

Closing Date: 2 August 2001

Canberra

Duties: Assist in the management and delivery
 of the corporate reporting function through the
 preparation and co-ordination of various
 corporate reporting requirements, including the
 Purchase Agreement, Ownership Agreement,
 Annual Report and budget/expenditure reports
 relating to the Corporate Services business
 unit.

Contact Officer/Selection documentation:
 Louise Fitzgerald (02) 6207 5856 and is also
 available from

[http://www.act.gov.au/recruitment/
 cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)

Please note that applications will not be
 acknowledged

Apply: 06 or via email:

recruitment.officer@act.gov.au

CC: 148-9031-17429

Business, Tourism and the Arts

Senior Officer Grade B (Manager Level 2), (PN:
 55418)

Salary Range: \$67,576 - \$76,073p.a

Closing Date: 26 July 2001 (note early closing
 date) Canberra

Duties: Provide direction and leadership to
 assist with the development and implementation
 of the ACT Government's private sector growth
 strategies. In particular, direct and develop the
 work associated with a range of ACT
 development initiatives.

Contact Officer: Geoff Keogh on (02) 6205 0596

Selection documentation: Anne Strudwicke
 (02) 6207 2308 and is also available from

[http://www.act.gov.au/recruitment/
 cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)

Please note that applications will not be
 acknowledged

Note: The terms and Conditions of this position
 may be regulated under an Australian
 Workplace Agreement.

Apply: 06 or via email:

recruitment.officer@act.gov.au

CC: 148-9031-17744

Business, Tourism and the Arts

Senior Officer Grade C, (PN: 55502)

Salary Range: \$57,191 - \$61,666p.a

Closing Date: 26 July 2001 (note early closing
 date) Canberra

Duties: As part of a team, work on a range of
 projects that produce innovative strategies and
 outcomes for the growth of targeted industry
 sectors. Liaise regularly and establish
 networks with local, national and international
 industry sectors, specifically Photonics,
 Information Industries and Advanced
 Technology industry sectors.

Contact Officer: Steven Brown (02) 6205 0244

Selection documentation Anne Strudwicke
 (02) 6207 2308 and is also available from

[http://www.act.gov.au/recruitment/
 cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)

Please note that applications will not be
 acknowledged

Apply: 06 or via email:

recruitment.officer@act.gov.au

CC: 148-9031-17744

CULTURAL FACILITIES CORPORATION**ACT Museums and Galleries****Canberra Museum and Gallery****Resource Centre**

Administrative Service Officer Class 2,
 \$29,822 - \$33,069, Canberra (PN. 43567)

Closing date: 2 August 2001

Duties: Oversee the daily management of the
 Resource Centre, including the purchase of
 materials and the management of audio-visual
 equipment. Maintain a record of bookings for
 the Resource Centre, assist with visitor
 inquiries and maintain daily attendance
 records. Provide on-site security for the
 Resource Centre during opening hours.

Eligibility/other requirements: Must be prepared
 to work weekends.

EMPLOYMENT (Continued)

Note: This position is part-time 20 hours per week.

Contact Officer: Lisa De Santis (02) 6207 2234
Selection documentation may be obtained from
CMAG Reception (02) 6207 3968

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](http://www.decs.act.gov.au/department/department.htm) or may be requested using
email to decs.jobs@act.gov.au. Applications
may also be sent via email to:
decs.employment@act.gov.au

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

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

Children's Youth and Family Services Division Family Services Branch Substitute Care Services Section

Professional Officer Class 2 \$45,171 - \$51,888,
Canberra (PN. 12998, expected vacancy)

Closing date: 2 August 2001

Duties: The Adoptions Unit within Family
Services is looking for a Social Worker to
perform a range of tasks associated with local
adoption including processing applications for
adoption information and providing counselling
on adoption related matters.

Eligibility/other requirements: A relevant degree
or diploma. Eligibility for membership of the
Australian Association of Social Workers.

Note: This position may be filled as a full-time
position or two part-time positions.

Contact Officer: Paul Wyles (02) 6207 1080
Selection documentation may be obtained from
Liz Stewart-Jones (02) 6207 1080

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

Sport and Corporate Resources Division Bureau of Sport and Recreation Branch ACT Academy of Sport Section

Professional Officer 1 \$37499 - \$44,349,
Canberra (PN. 23627)

Closing date: 2 August 2001

Duties: Provide massage services to ACT
Academy of Sport athletes. Provide massage
support to Academy teams travelling
domestically. Liaise with support staff including
coaches, strength and conditioning and
physiotherapy and medical service providers
regarding injured athletes when appropriate.

Eligibility/other requirements: Relevant tertiary
qualifications in massage (minimum 2 year
diploma or equivalent) with expertise in sports
massage.

Note: This position was previously advertised
as 29:24 hours per week, has now been
increased to 36:45 hours per week. Previous
applicants need not re-apply.

Contact Officer: Ken Norris (02) 6207 4408
Selection documentation may be obtained from
Jo Brown (02) 6207 4400

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

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

CANBERRA INSTITUTE OF TECHNOLOGY

The Canberra Institute of Technology is a multi
disciplinary, tertiary institution catering for the
vocational education and training needs of the
ACT and surrounding region. Applications are
invited from experienced, energetic people to
fill the following positions.

Education Delivery Program Faculty Of Science And Technology Department Of Health Sciences

Teacher Band 1 \$36,310 - \$49,559, Canberra
(PN 51813)

Closing date: 26 July 01

Duties: The Department of Health Sciences
requires a suitability qualified person to teach a
broad range of programs within the areas of
Massage Therapy and Complementary Health
Sciences. eg Exercise Science, Personal
Development Modalities. The successful
applicants will be required to teach at the
Advanced Diploma, Diploma and Certificate
Levels.

Eligibility/other requirements: Qualified
Massage Therapist (Level 2 member of
Association of Massage Therapists or
equivalent) or qualified Physiotherapist,
Osteopath or Chiropractor. Possess, or be
eligible to obtain, qualifications in adult
education.:

Note: Applicants must have 5 years relevant
industrial / professional experience suitable to
the position OR possess such other
qualifications and/or experience acceptable for
the position. Salary for the position will be
determined in accordance with qualifications
and experience. The position is a temporary
contract for a period of up to 5 years.

Contact Officer: Samanth Bond (02) 6207 3880
Selection documentation may be obtained from
Irma Molina (02) 6207 4132

Apply: 11
CC: 148-9024-18551

EMPLOYMENT (Continued)**Education Delivery
Faculty of Business and Information Technology
Australian network of Practice Firms**

Teacher Band 1 \$57,506, Canberra (PN. 51975)
Closing date: 2 August 2001
Duties: Provide high level educational advice and support in relation to the delivery, management, and assessment of competencies and curricula to teachers and students undertaking training in a virtual business environment. Prepare training resources relating to working in a virtual business environment for publication in a variety of formats(textual, web, multimedia). Organise and deliver training programs that support the activities of the key players in virtual business environments. Maintain regular liaison with clients and potential clients of the Australian network of Practice Firms to ensure best practice standards in business and education processes are demonstrated.
Note: This position is for a 5 year contract.
Contact Officer: Donna Reid (02) 6207 3360
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 Design
Graphic Arts Technology**

Technical Officer Grade 3 \$39,143 to \$44,409, Canberra (PN. 55501)
Closing date: 2 August 2001
Duties: Under general direction assist photography teaching staff by preparing and servicing classes, assisting with the more complex laboratory demonstration, undertake research and testing of photographic and electronic equipment. Arrange repairs and maintenance of equipment as required.
Note: This position is for a 1 year contract at 25 hours per week.
Contact Officer: David Pritchard (02) 6207 3455
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 Design
Faculty Management Unit**

Administrative Service Officer Class 2 \$29,684 to \$32,917, Canberra (PN. 54190)
Closing date: 2 August 2001
Duties: Attend to telephone and counter enquiries regarding student records. Assist with the planning and conduct of enrolments and also in Boards of Review including; preparing documentation, minute taking and final approvals. Provide administrative support for activities associated with graduations and prize nights.
Note: This position is for a 3 year contract at 25 hours per week.
Contact Officer: Mick Sharp (02) 6207 73710
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 Design
Faculty Management Unit**

Administrative Service Officer Class 2 \$29,684 to \$32,917, Canberra (PN. 54189)
Closing date: 2 August 2001
Duties: Attend to telephone and counter enquiries regarding student records. Assist with the planning and conduct of enrolments and also in Boards of Review including; preparing documentation, minute taking and final approvals. Provide administrative support for activities associated with graduations and prize nights.
Contact Officer: Mick Sharp (02) 6207 73710
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

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

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

**ACT Supreme Court
Sheriff's Office**

Unit Manager
Administrative Service Officer Class 5 \$41,825 – \$44,349, Canberra (PN. 43610)
Closing date: 2 August 2001
Duties: This position is responsible for the overall daily management of the Sheriffs/Bailiffs' Unit. Duties include the answering of complex enquiries relating to the activities of the section and the provision of advice and support on Court practices and procedures and relevant legislation; the review of practices and procedures as a result of legislative changes; the identification of client service problems and issues; organise and conduct Court visits.
Note: This is a temporary vacancy available until the 26th July 2002
This position is being readvertised. Previous applicants need not reapply
Contact Officer: Anne Shoemark (02) 6267 2702
Selection documentation may be obtained from Nancy Whitbread (02) 6267 2706
Apply: 28
CC: 148-9012-16915

EMPLOYMENT (Continued)**EMERGENCY SERVICES BUREAU****Department of Justice & Community Safety****Senior Officer Grade C**

Finance \$57,191 - \$61,666,
Canberra (PN. 29027)

The ACT Emergency Services Bureau is seeking to fill a senior position of Manager, Risk Management.

The Emergency Services Bureau is the ACT Government agency responsible for emergency management and related support arrangements in the Territory. The Bureau has four operational services: ACT Ambulance Service, ACT Bushfire Service, ACT Emergency Service and ACT Fire Brigade.

The position of Manager, Risk Management is a restructured position to assist the Bureau and its operational Services further develop the delivery of service to the community following a risk management model. The position will also coordinate the Public Relations function for the Bureau. The successful applicant will need to lead a multi-discipline team to identify, analyse and report on risks facing the community and then facilitate the development and delivery of appropriate community education and assistance programs to minimise those risks.

The person will need to have good analytical skills in addition to client interaction ability. The successful applicant will be offered an Australian Workplace Agreement (AWA).

Closing date: **2nd August 2001**

Contact Officer: Mike Castle (02) 6207 8409

Selection documentation may be obtained from Phil Evers (02) 6207 8412

Apply: 13

CC: 148-9007-16846

DEPARTMENT OF URBAN SERVICES**Planning and Land Management Group****PALM Executive Branch****Business Strategy and Communications Section**

Administrative Service Officer Class 4

\$37,499 - \$40,714

PN 12521 Canberra

Closing Date: 02-Aug-01

Duties:

Position Description: The PALM HRM Unit is looking for a person at the ASO4 level who loves working with people, is outcomes oriented and motivated to learn, possesses enthusiasm and initiative, is organised and enjoys attention to detail.

The successful applicant will undertake a variety of administrative tasks relating to recruitment, Establishments and the updating of position details, the co-ordination of Induction and development courses, and general HR management which includes paying accounts, updating training documentation and other HR information and maintaining relevant statistics and data for HR reporting. They will also liaise with relevant government and non-government agencies on human resource issues and assist with continuous improvement and cultural change within PALM.

Other requirements / Qualifications

No prescribed qualifications, however broad experience and / or qualifications in human resource management will be an advantage.

Notes**Contact Officer and Selection documentation:**

Deborah Allen (02) 6207 6361

Or from the recruitment home page:

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

Apply Code: 34

CC: 148-902017643

Operations Group**ACT Forests****Plantation Management Section**

Technical Officer Level 3

\$39,332-\$44,624

PN 23602 Canberra

Closing Date: 26-Jul-01

Duties:

Plantation Officer

Develop operational roading and silvicultural plans and cost estimates and take overall responsibility for the preparation of contracts for silvicultural and roading operations.

Supervise the work of silvicultural and roading contractors, monitor performance and conduct quality control against established ACT Forests' standards, including the Code of Forest Practice and silvicultural specifications.

Other requirements / Qualifications

Recognised technical qualifications in forestry or natural resource management essential. A current driver's licence.

Ability to drive a fire tanker and operate plant desirable.

Note: This position is located at Forest's Stromlo Headquarters.

Contact Officer: Tony Bartlett (02) 6207 2548

Selection documentation may be obtained from Adam Groves (02) 6207 2537.

Or from the recruitment home page:

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

Apply Code: 34

CC: 148-9029 16940

Environment ACT**Resource Management Section**

Administrative Service Officer Class 6

\$45,617-\$52,400

PN 18565 Canberra

Closing Date: 02-Aug-01

Duties:

Develop and maintain the Business Unit's Geographic Information System (GIS). Provide leadership and coordination in the use of GIS, including the supervision and training of staff.

Other requirements / Qualifications

Knowledge and understanding of conservation and ecological issues in the ACT desirable.

Notes

Contact Officer: Raelene Woodbury

(02) 6207 5007 or raelene.woodbury@act.gov.au

Selection documentation may be obtained from Margherita Milkovits(02) 62072414 or margherita.milkovits@act.gov.au.

Or from the recruitment home page:

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

EMPLOYMENT (Continued)

Apply Code: 34
CC: 148-9028 17030

City Management Group
ACT Waste
Policy and Planning Section
 Administrative Service Officer Class 4
 \$37,499 - \$40,714
PN 48010 Canberra
Closing Date: 02-Aug-01
Duties:

Under general direction, develop and coordinate promotional campaigns to achieve community support for the No Waste Strategy. Coordinate education programs relating to the implementation of the ACT Waste management strategy, including the Earth Works Program.

Contact Officer: Graham Mannall (02) 6207 6356
 Selection documentation may be obtained from Heather Roach(02) 62076343.

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

Apply Code: 34
CC: 148-9019 17278

City Management Group
Roads ACT
Asset Creation Unit
Gifted Assets Officer
 Technical Officer Grade 4/Professional Officer Grade 2

Position No: 27881
 Remuneration: \$45,171-\$50,482
 Closing date: 26 July 2001-07-05
 Contact Officer: Tony Gill on (02) 6205 0368
Responsibilities: Assisting the Gifted Assets Coordinator with the day to day coordination of the development application processes and design approval; providing comment in relation to development applications; and advising on, and developing, lease conditions for inclusion in development plans.

Ideally, the successful applicant will have demonstrated understanding of the standards for design and construction and the ability to contribute to the review and development of these standards; knowledge of legislation, standards and statutory requirements. Tertiary qualifications in a technical, professional or a related field.

Note: This position was advertised in the Gazette of 12 July 2001

Selection Documentation: may be obtained from the Urban Services website at <http://www.act.gov.au/urbanservices/recruit.html> or from Adrienne Tranter on (02) 6207 6868 or adrienne.tranter@act.gov.au

Applications: must be received by close of business 26 July 2001 and can either be: e-mailed to: julie.simpson@act.gov.au or sent to: The Applications Officer
 Urban Services
 Level 1 Annexe, Macarthur House
 GPO Box 158
 Canberra ACT 2601

CANBERRA TOURISM AND EVENTS CORPORATION

Operations
Tourism and Events Officer Class 2, (PN: 43143)
 Part-time Job share arrangement
Salary Range: \$29,831 - \$33,079p.a prorata
Closing Date: 2 August 2001

Canberra
 Duties: Provide a high level of customer reception/switchboard services to Canberra Tourism and Events Corporation. Respond to all customer enquiries, provide information, referral and follow up services. Undertake activities which include message taking, ordering couriers and stationery ordering when required.

Contact Officer/Selection documentation: Penny MacCallum (02) 6205 0657

Please note that applications will not be acknowledged.

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-17487

Appointments

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

ACT Housing
Senior Officer Grade A \$78,481
 Stephen Joseph Lloyd AGS Number 769 64762
 Section 68(1) 09-Jul-01
 CC: 148-9021 16927

ACT COMMUNITY CARE
Disability Support Officer Level 1
\$27,437 - \$28,536
 Lindel Warry: 741-02659 Section 68(1), 21 June 2001
 CC: 148-9009-16861

Disability Support Officer Level 1
\$27,437 - \$28,536
 Judith MacGregor: 741-04072 Section 68(1), 21 June 2001
 CC: 148-9009-16861

Disability Support Officer Level 1
\$27,437 - \$28,536
 Oenone Wood: 741-01787 Section 68(1), 21 June 2001
 CC: 148-9009-16861

Professional Officer Class 2
\$44,111 - \$49,298
 Angela McRae: 740-95153 Section 68(1), 4 July 2001
 CC: 148-9009-16857

Administrative Service officer Class 2
\$28,845 - \$31,986
 Koreena Dubbert: 740-99015 Section 68(1), 3 July 2001
 CC: 148-9009-16852

EMPLOYMENT (Continued)**CHIEF MINISTER'S DEPARTMENT**

**Administrative Service Officer Class 5,
\$41,825 - \$44,349p.a**
Shannon Philip John Bell, 760-75287
Section 68 23 July 2001
Canberra Connect, ACT Information Services,
Chief Minister's Department
CC: 148-9031-19558

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES**

School Assistant 2 \$25,118 – \$27,854
Margaret Ann Weston: 747-74420, Section 68(1),
5 July 2001
CC: 148-9013-16917

**Administrative Service Officer Class 6
\$45,171 - \$51,888**
Rebecca Kate Sutherland: 766-16135, Section
68(1), 9 July 2001
CC: 148-9013-16917

School Assistant 2 \$25,118 - \$27,854
Deborah Louise Carne: 755-68805, Section
68(1), 9 July 2001
CC: 148-9013-16917

School Assistant 2 \$25,118 - \$27,854
Ann-Maree Montgomery: 716-21736, Section
68(1), 10 July 2001
CC: 148-9013-16917

THE INTACT GROUP

**Information Technology Officer Class 1 \$36,310
- \$41,517p.a**
Royce William Buchanan, 736-72297
Section 68 11 July 2001
The Intact Group, Chief Minister's Department
CC: 148-9043-17177

CANBERRA INSTITUTE OF TECHNOLOGY

**Administrative Service Officer Class 2
\$29,684 - \$32,917**
Joanne Roberts : 744-93071, Section 68(1), 30
July 2001
CC: 148-9024-18549

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY**

**Administrative Service Officer Class 2
\$29,539 – \$32,755**
Tracey Elliott: 765-86220, Section 68/70,
10/7/01
CC: 148-9012-16939

**Administrative Service Officer Class 2
\$29,539 – \$32,755**
Tanya Delorenzo: 765-87338, Section 68/70,
10/7/01
CC: 148-9012-17189

**Administrative Service Officer Class 2
\$29,539 – \$32,755**
Samantha Leech: 747-87838, Section 68/70,
10/7/01
CC: 148-9012-17189

**Administrative Service Officer Class 2
\$29,539 – \$32,755**
Michelle Thorn: 765-86634, Section 68/70,
10/7/01
CC: 148-9012-17189

**Administrative Service Officer Class 4
\$37,499 – \$40,714**
Julie Thompson: 730-06980, Section 115, 5/7/01
CC: 148-9012-17345

DEPARTMENT OF URBAN SERVICES**Operations Group**

**Administrative Service Officer Class 3
\$33,644 - \$36,310**
Gail Stortz AGS Number 769 64332.
Section 68(1) 02-Jul-01
CC: 148-9015 17013

**Administrative Service Officer Class 3
\$33,644 - \$36,310**
Marianne Benn-Clibborn AGS Number 769
64404.
Section 68(1) 02-Jul-01
CC: 148-9015 17013

**Administrative Service Officer Class 3
\$33,644 - \$36,310**
Alison Ryan AGS Number 769 64340.
Section 68(1) 02-Jul-01
CC: 148-9015 17013

**Administrative Service Officer Class 3
\$33,644 - \$36,310**
Helen Puckett AGS Number 769 64359.
Section 68(1) 02-Jul-01
CC: 148-9015 17013

**Administrative Service Officer Class 3
\$33,644 - \$36,310**
Sally O'Connor AGS Number 769 64391.
Section 68(1) 02-Jul-01
CC: 148-9015 17013

**Administrative Service Officer Class 3
\$33,644 - \$36,310**
Nikki McAlister AGS Number 769 64383.
Section 68(1) 02-Jul-01
CC: 148-9015 17013

**Administrative Service Officer Class 3
\$33,644 - \$36,310**
Suzana Galinec AGS Number 769 64498.
Section 68(1) 02-Jul-01
CC: 148-9015 17013

**Administrative Service Officer Class 3
\$33,644 - \$36,310**
Barbara Darrell AGS Number 769 64375.
Section 68(1) 02-Jul-01
CC: 148-9015 17013

**Administrative Service Officer Class 3
\$33,644 - \$36,310**
Bettina Crowe AGS Number 741 23935.
Section 68(1) 02-Jul-01
CC: 148-9015 17013

EMPLOYMENT (Continued)

Administrative Service Officer Class 3

\$33,644 - \$36,310

Denise Connor AGS Number 769 64412.

Section 68(1) 02-Jul-01

CC: 148-9015 17013

Transfer

THE CANBERRA HOSPITAL

Joseph Gregory Morley: 607-90593

From: Registered Nurse Level 1 \$32,664 - \$42,332

Medical SMT

To: Senior Officer Grade C \$55,684 - \$60,040

Clinical Health Improvement Program, Canberra (PN. 23760) (29.03.01)

CC: (1615)

Karen Maree Oliver: 259-55145

From: Registered Nurse Level 3 \$48,200 - \$51,307

Medical SMT

To: Senior Officer Grade C \$55,684 - \$60,040

Clinical Health Improvement Program, Canberra (PN. 27640) (29.03.01)

CC: (1615)

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Frances Jacqueline Yeo: 333-36889

From: Deputy Principal 1 Teacher Level 3

\$59730-65730

Torrens Primary School

To: Principal 3 Teacher Level 3 \$59730-65730

Urambi Primary School, Department of Education and Community Services Canberra (PN. 4042) (No. 19, 24 May 2001)

CC: 148-9013-16917

DEPARTMENT OF URBAN SERVICES

Policy Coordination Group Executive Unit

Ingrid Kennealy AGS Number 710 30039.

From: Teacher Level 1

ACT Department of Education and Community Services

\$34,600-\$52,000

To: Administrative Service Officer Class 4

\$37,499-\$40,714.

Executive Unit **PN 10882**

Gazette Date 07-Jun-01.

Note: This is a transfer on reduction.

CC: 148-9018 16922

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

EMPLOYMENT (Continued)

would fill the position on **promotion** and, if successful, you would fill the position on **promotion**.

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

ADVICE TO POTENTIAL APPELLANTS

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

GROUND OF APPEAL

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

EFFICIENCY

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

- (2) For the purpose of forming an opinion as to the most efficient of the officers concerned, the Committee shall have regard to:
 - (a) the abilities, qualifications, experience, standard of work performance and personal qualities of each officer, to the extent that the Committee considers that those matters are relevant to the performance of the duties of the office; and
 - (b) if and only if the Chief Executive who made the promotion has indicated that, for the purpose of forming an opinion under section 83, the Chief Executive had regard to the potential of officers for further career developments in the Service, or the ability of officers to perform the duties of other offices in the Department of the same or equal classification-that matter.
- (3) A reference in subsection (2) to the abilities, qualifications, experience, standard of work performance and personal qualities, potential for further career development in the Service, or ability to perform the duties of other offices in a Department is, in relation to an officer who is a returned soldier or who is or has been absent on specified defence service, a reference to the abilities, qualifications, experience, standard of work performance, personal qualities, potential for future career development in the Service, or ability to perform the duties

of the offices concerned that, in the opinion of the Committee, the officer would have had but for the absence of the officer on active service or on specified defence service.

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

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

- * available written reports and oral feedback explaining the selection, especially the comparison between you and the promotee.
- The PAC will consider the appeal only on the basis of who is the **more efficient**. PACs should not be used as a forum to air grievances about how a selection was conducted. If you decide to appeal, you must comply with the following instructions.

FORM OF APPEAL

The most convenient form of appeal is by use of Form PAC4, available through your Personnel Unit. Alternatively you may write a letter, detailing the following:

- Date of *Gazette*/notice;
- Name of promotee/selectee;
- Department in which promotion/selection made;
- Your full name;
- Your **private** postal address, as well as your work address and telephone number;
- Classification and salary scale of your substantive (i.e. your permanent) ACTPS position (and if you are a former officer or an APS officer or someone working for a statutory authority, details of your former ACTPS position, the current position you hold in the APS or the statutory authority);
- Office/branch and department or agency; and
- AGS number.

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

WHEN TO LODGE APPEALS

Appeals must be received by the Office of the Merit Protection Commission (MPC) at the address below, **by 4.51 p.m. on the 14th day after** the date of notification in the *Gazette*.

EMPLOYMENT (Continued)

(In the case of temporary performance appeals, the 14 day deadlines relates to the date on which the direction was first notified in the department.)

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

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

WHERE TO LODGE APPEALS

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

ADVICE TO PROMOTEES AND APPELLANTS

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

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

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

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

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

The departmental statement will be available for you to see in the promoting department, generally at least seven (7) days before the date scheduled for the appeal hearing. It is up to you to seek access, but the department should advise you (and the other parties) when and where the statement is available for viewing. The statements of parties are available at the MPC generally at least seven (7) days prior to the hearing date, and you should telephone the MPC to make an appointment to view them, once you have submitted your own statement. The responsibility for seeking access rests with each party, and PAC hearings will not be

deferred if you fail to exercise your right of access. If for very good reason (e.g. geographical distance, illness etc.) you are unable to visit the MPC office, alternative access arrangements may be possible, and you should discuss this with MPC staff. You may take notes, but may not photocopy or retain material. After reading the statements of the other parties, you may wish to submit a supplementary statement in support of your claims. All supplementary material (including additional referee reports) must reach the MPC at least two (2) working days before any scheduled hearing. It is preferable to submit a supplementary statement (after viewing the statements of other parties) rather than to delay your initial statement, but bear in mind the need to provide access for all parties to all statements prior to any hearing. Unreasonably late supplementary statements may not be accepted.

CONTENT OF STATEMENTS

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

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

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

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

PAC PROCEDURES

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

EMPLOYMENT (Continued)

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

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

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

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

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

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

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

SUPERVISORS/REFEREES

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

The most appropriate person to nominate as your referee is your current supervisor, provided that he/she has supervised you for a reasonable period. Past supervisors are also appropriate if their knowledge of you is reasonably recent. The PAC will also be particularly interested in the views of referees who can give well-founded comments

comparing two or more of the parties. You are not limited to nominating your supervisors for referee comments (and indeed you may nominate anyone you wish to) but supervisor's opinions are usually perceived as most useful by PACs.

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

B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

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

- (a) patronage, favouritism or unlawful discrimination in the making of the promotion (prescribed by section 8 of the PSMA); and/or
- (b) a serious defect in the selection process (a breach of section 65 of the PSMA), may apply to the MPC for a review of that promotion.

A request for review must be made in writing to the Director, MPC, at the address given below and must be received by the end of the 13th day after the day on which the promotion appeared in the *Gazette*.

An applicant must provide the following details:

- * full name and AGS number;
- * classification, position number and location of the promotion in question;
- * date and number of the *Gazette* in which the promotion was notified;
- * the basis on which the request is made with supporting information.

It is important to provide details to support your claim of patronage, favouritism, unlawful discrimination and/or serious defect in the process. A reasonable time will be allowed, after the lodging of an application for review, for the provision of such documentation. However, the grounds for an application for review are required in the initial application.

Before lodging an application for review of a non-appealable promotion, you should:

- (1) consider carefully the basis on which the application is to be made and your reasons for believing that the promotion should be reviewed; and
- (2) obtain feedback from the convener of the selection advisory committee and discuss your concerns with the delegate who made the promotion.

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

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

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

**Population Health Division
Health Protection Service
Communicable Diseases Control
Jan Ironside: 261-24300**

From: Registered Nurse Level 1, Calvary Health
Care ACT

To: Registered Nurse Level 2 \$44,895 - \$47,732
Health Protection Service, ACT Department of
Health, Housing and Community Care, Canberra
(PN. 23654)

CC: 148-9011-16889

**ACT Housing
Housing Services Group
Customer Services Section**

Wendy Jensen AGS Number 745 04228.

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

To: Administrative Service Officer Class 5
\$41,825 - \$44,349

PN 11040 **Gazette** 12-Oct-00

Note: This position was advertised as several.
This promotion was made by a unanimous
decision of an internal Joint Selection

Committee established in accordance with
current EBA provisions and is not appellable.

CC: 148-9021 16944

Yvonne McSweeney AGS Number 607 71376.

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

To: Administrative Service Officer Class 5
\$41,825 - \$44,349

PN 10787 **Gazette** 12-Oct-00

Note: This position was advertised as several.
This promotion was made by a unanimous
decision of an internal Joint Selection

Committee established in accordance with
current EBA provisions and is not appellable.

CC: 148-9021 16944

THE CANBERRA HOSPITAL

**Mental Health Services
Tuggeranong Mental Health Service**

Penelope Blume: 749-69404

From: Registered Nurse Level 2 \$43,711 -
\$46,474

The Canberra Hospital

To: Registered Nurse Level 3 \$48,200 - \$51,307
Mental Health Services The Canberra Hospital,
Canberra (PN. 22780) (10/05/01)

Note: This position was advertised as a
Professional Officer Class 2/Registered Nurse
Level 3 without a position number.

CC: 2222

**The Canberra Hospital
Medical SMT**

Radiation Oncology

Brett Fittler: 755-61427

From: Professional Officer Class 1
\$30,669 - \$43,027

The Canberra Hospital

To: Professional Officer Class 2

\$43,980 - \$49,151

Radiation Oncology The Canberra Hospital,
Canberra (PN. 28820) (26/4/01)

CC: 1723

ACT COMMUNITY CARE

Child, Youth and Women's Health Program

Leanne Albrecht: 258-80681

From: Registered Nurse Level 1

\$32,761 - \$42,458

ACT Community Care

To: Registered Nurse Level 2 \$43,841 - \$46,611

Child, Youth and Women's Health Program,
Canberra (PN.22672) (10 May 2001)

CC: 148-9009-16857

Child, Youth and Women's Health Program

Kathleen Waller: 756-33136

From: Registered Nurse Level 1

\$32,761 - \$42,458

ACT Community Care

To: Registered Nurse Level 2 \$43,841 - \$46,611

Child, Youth and Women's Health Program,
Canberra (PN.22672) (10 May 2001)

CC: 148-9009-16857

Child, Youth and Women's Health Program

Julie Yates: 260-32270

From: Registered Nurse Level 1

\$32,761 - \$42,458

ACT Community Care

To: Registered Nurse Level 2 \$43,841 - \$46,611

Child, Youth and Women's Health Program,
Canberra (PN.22672) (10 May 2001)

CC: 148-9009-16857

Integrated Health Care Program

Leah McKinnon: 740-97765

From: Administrative Service Officer Class 5

\$40,843 - \$43,309

ACT Community Care

To: Administrative Service Officer Class 6

\$44,111 - \$50,670

Integrated Health Care Program ACT Community
Care, Canberra (PN.24823) (17 May 2001)

CC: 148-9009-17798

CALVARY HEALTH CARE ACT

Medical Services Library

Gabriella McPartland: 608-27886

From: Calvary Administrative Officer 3

\$32,433 - \$35,003 Library

To: Calvary Administrative Officer 4

\$36,149 - \$39,249

Library Calvary Health Care ACT, Canberra (PN.
8741) (22 31 May 2001)

CC: 148-9094-17781

EMPLOYMENT (Continued)

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Sport and Corporate Resource Division Facilities Management Section

Bruce James Roulstone: 736-35576

From: Administrative Service Officer Class 3
\$33644 - \$36310
Department of Education and Community Services
To: Administrative Service Officer Class 5
\$41825 - 44349
Facilities Management Section, Department of Education and Community Services, Canberra (PN.143) (No 14, 5 April 2001)
CC: 148-9013-16917

Lanyon High School

Peter Brian Stewart Kent: 713-20183

From: Teacher Level 1 \$37,500 - \$52,000
Department of Education and Community Services
To: † Teacher Level 2 \$58,500
Lanyon High School, Department of Education and Community Services, Canberra (PN. 1968) (No 2, 24 May 2001)
CC: 148-9013-16917

Lanyon High School

John Con Mantinaos: 033-32078

From: Teacher Level 1 \$37,500 - \$52,000
Department of Education and Community Services
To: † Teacher Level 2 \$58,500
Lanyon High School, Department of Education and Community Services, Canberra (PN. 2257) (No 2, 24 May 2001)
CC: 148-9013-16917

Human Resources Branch Staff Development Section

Virginia Denise Buchanan: 544-81671

From: School Assistant 2 \$25118 - \$27854
Department of Education and Community Services
To: Administrative Service Officer 3
\$33644 - \$36310
Staff Development Section, Department of Education and Community Services Canberra (PN. 174) (No 16, 19 April 2001)
CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY

Canberra Institute of Technology Faculty of Communication and Community Services Faculty Management Unit

Note: These promotions are made subject to the appeal provisions under Clause 8 of the Canberra Institute of Technology (Non Teaching Staff) Certified Agreement 2000 – 2002. Officers wishing to appeal these promotions should address their appeal to the Manager, Human Resource Management Unit, Canberra Institute of Technology, PO Box 826, Canberra ACT 2601 within 14 days of gazettal of these promotions.

Mrs Roslyn Vander Wyk, 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. 55331) (24/5/2001)
CC: 148-9024-17271

Division of Corporate Services Human Resources Unit Workplace Practices

Irene Mary Picker: 527-17302

From: Administrative Service Officer Class 5
\$42,031-\$44,568
Canberra Institute of Technology
To: Administrative Service Officer Class 6
\$45,393 - \$52,143
Human Resources Unit, Canberra Institute of Technology, Canberra (PN. 55482) (No. 21 – 24.5.01)
CC: 148-9024-17904

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

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

ACT Magistrates Court

Felicity Perkins: 736-38937
From: Administrative Service Officer Class 2
\$29,539 – \$32,755
Department of Justice and Community Safety
To: Administrative Service Officer Class 4
\$37,499 – 40,714
ACT Magistrates Court, Canberra (PN. 42001) (No24 14/6/01)
CC: 148-9012-16939

DEPARTMENT OF URBAN SERVICES

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

Corporate Group

Rachel Fayle AGS Number 261 56927

From: Administrative Service Officer Class 3
\$33,644-\$36,310
To: Administrative Service Officer Class 4
\$37,499-\$40,714
Human Resources Section
PN 25885
Note: This promotion is to a non-advertised vacancy but is identical to position number 46004 advertised in the Gazette of 31 May 2001. In accordance with current EBA provisions, appeals must be lodged at the Personnel counter on Level 1 Annexe

EMPLOYMENT (Continued)

Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.

CC: 148-9017 16964

Habiba Ahmed AGS Number 739 82113

From: Administrative Service Officer Class 3
\$33,644 - \$36,310

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

Business Support Section

PN 10353 **Gazette** 08-Mar-01

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

CC: 148-9017 17213

Parks and Conservation Service**Graeme Todkill AGS Number 260 73574**

From: General Service Officer Level 7
\$33,500 - \$35,453

To: General Service Officer Level 8
\$36,417 - \$38,557

PN 41759 **Gazette** 10-May-01

Note: This position made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable.

CC: 148-9028 17218

Jeff Green AGS Number 711 67211

From: General Service Officer Level 7
\$33,500 - \$35,453

To: General Service Officer Level 8
\$36,417 - \$38,557

PN 41760 **Gazette** 10-May-01

Note: This position made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable.

CC: 148-9028 17218

Stephen Clayton AGS Number 711 67465

From: General Service Officer Level 4
\$27,389 - \$28,644

To: General Service Officer Level 8
\$36,417 - \$38,557

PN 10915 **Gazette** 10-May-01

Note: This position made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable.

CC: 148-9028 17218

Dennis Gray AGS Number 257 99250

From: General Service Officer Level 6
\$30,846 - \$32,405

To: General Service Officer Level 8
\$36,417 - \$38,557

PN 41757 **Gazette** 10-May-01

Note: This position made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable.

CC: 148-9028 17218

Mark Rodden AGS Number 715 47898

From: General Service Officer Level 7
\$30,846 - \$32,405

To: General Service Officer Level 8
\$33,500 - \$35,453

PN 41761 **Gazette** 10-May-01

Note: This position made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable.

CC: 148-9028 17218

Policy Coordination Group**Belinda Willis AGS Number 713 76793**

From: Administrative Service Officer Class 3
\$33,644 - \$36,310

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

Executive Unit

PN 11524 **Gazette** 07-Jun-01

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

CC: 148-9018 16922

DEPARTMENT OF TREASURY**D. W Read AGS No: 517-18880**

From: Senior Officer Grade C,
\$57,191-\$61,666p.a

Revenue Management Branch

To: Senior Officer Grade A, \$78,481p.a.
(PN: 55059)

Taxation Services, Revenue Management
Branch, Department of Treasury

24 May 2001

CC: 148-9042-17176

L.A Nicholls AGS No: 757-48873

From: Administrative Service Officer Class 4,
\$37,499 - \$40,714p.a

Budget Management Branch

To: Administrative Service Officer Class 5,
\$41,825 - \$44,349p.a. (PN: 12579)

Finance and Investment Group, Department of
Treasury

10 May 2001

CC: 148-9042-17765

M.L Powell AGS No: 744-93426

From: Administrative Service Officer Class 5,
\$41,825-\$44,349p.a

Economic Management Branch

To: Administrative Service Officer Class 6,
\$45,171 - \$51,883p.a. (PN: 55713)

Microeconomic Reform, Economic Management
Branch, Department of Treasury

10 May 2001

CC: 148-9031-17253

EMPLOYMENT (Continued)

ACT Public Service Index of addresses

05	The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601	36	Recruitment/Executive Officer Community and Health Services Complaints Commissioner's Office, GPO Box 1321, Canberra ACT 2601.
06	Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601	37	The Recruitment Officer Faculty of Communication and Community Services Canberra Institute of Technology GPO Box 826 Canberra City 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.		

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
S43	9 July	Declaration ~ <i>Firearms Act 1996</i>
S45	10 July	Instrument no. 184 of 2001 ~ <i>Public Health Act 1997</i> Instrument no. 185 of 2001 ~ <i>Public Health Act 1997</i> Instrument no. 186 of 2001 ~ <i>Public Health Act 1997</i> Notice of Commencement ~ <i>Public Health (Miscellaneous Provisions) Act 1997</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.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Health Act 1997</i>	Declaration of the Operation of a Health Care Facility as a Public Health Risk Activity.	No. 183 of 2001
<i>Public Health Act 1997</i>	Determination of a Health Care Facilities Code of Practice.	No. 187 of 2001
<i>Public Health Act 1997</i>	Determination of Fees Applicable to the Licensing of Health Care Facilities.	No. 188 of 2001
<i>Agents Act 1968</i>	Declaration under ss.3(2) of the Agents Act concerning the Koomarri Association.	No. 189 of 2001
<i>Land (Planning and Environment) Act 1991</i>	Appointment of Geoffrey Alan James Butler as member and Deputy Chair of the ACT Heritage Council	No. 190 of 2001
<i>Motor Omnibus Services Act 1955</i>	Determination of Charges	No. 191 of 2001

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

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notice of Declaration of a Public Road – Division of O'Connor.	No. R29/01 of 2001

GOVERNMENT NOTICES (Continued)

**AUSTRALIAN CAPITAL TERRITORY
EXECUTIVE DOCUMENTS RELEASE ACT 2001
NOTICE OF COMMENCEMENT**

I, GARY HUMPHRIES, Chief Minister, fix 19 July 2001 as the day the provisions of the Act are commenced.

Dated 12 July 2001

GARY HUMPHRIES
Chief Minister

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

OCCUPATIONAL HEALTH AND SAFETY ACT 1989

DECLARATION

Under Section 39(2) of the ACT *Occupational Health and Safety Act 1989*, I declare that, an application by Manteena Pty Ltd, Section 39 of the *Act* applies to the construction of the Commonwealth Place project, Block 1 / Section 56 PARKES ACT.

Jocelyn Plovits
Commissioner

Date: 10 July 2001

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

REMUNERATION TRIBUNAL ACT 1995

For the purposes of paragraph 10(1)(w) of the Remuneration Tribunal Act 1995 the following offices and/or appointments are specified:

President of the Racing Appeals Tribunal;

Deputy President of the Racing Appeals Tribunal;

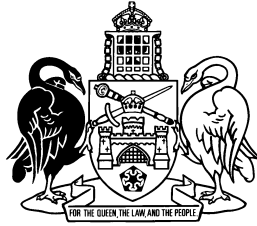
Member of the Racing Appeals Tribunal; and

Assessor of the Racing Appeals Tribunal

Dated the 4th. day of July 2001.

Gary Humphries MLA
Chief Minister

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

REMUNERATION TRIBUNAL ACT 1995

For the purposes of paragraph 10(1)(w) of the Remuneration Tribunal Act 1995 the following offices and/or appointments are specified:

Chair of the ACT Board of Senior Secondary Studies

Dated the 5th. day of July 2001

Gary Humphries MLA
Chief Minister

GOVERNMENT NOTICES (Continued)

ACT GOVERNMENT

PLANNING AND LAND MANAGEMENT GROUP

DRAFT VARIATION NO.174 TO THE TERRITORY PLAN NARRABUNDAH SECTION 124 BLOCKS 2, 3, 14 AND 15 (HUNGARIAN-AUSTRALIAN CLUB)

In accordance with Section 24(2) of the *Land (Planning and Environment) Act 1991*, the Planning and Land Management Group of the Urban Services is making available for public inspection the documents submitted to the Minister in relation to draft Variation No.174, concerning Narrabundah Section 124 Blocks 2, 3, 14 and 15 (Hungarian-Australian Club).

The documents relating to this draft Variation are now available for perusal;

- at libraries of the ACT Government Service at Belconnen, Civic, Dickson, Griffith, Gungahlin, Kippax, Tuggeranong and Woden during normal opening hours: and
- at the PALM Shopfront at 16 Challis Street, Dickson during normal office hours.

The Recommended Final Variation is also available for perusal on the PALM Website at: www.palm.act.gov.au/tplan

