



Australian Capital Territory

Gazette

No. 39, Thursday 27 September, 2001

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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Notices for Publications

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

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

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

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The fee for a private notice is as follows:

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

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EMPLOYMENT

ACT Public Service

Executive Contracts

Appointments

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Fran Hinton
 Chief Executive
 Section 28 Public Sector Management Act 1994

CHIEF MINISTER'S DEPARTMENT

Thomas Elliott
 Director
 Canberra Connect, ACT Information Services (E218)
 Section 72 Public Sector Management Act 1994

Michael Vanderheide
 Director
 ACT Information Management (E236)
 Section 72 Public Sector Management Act 1994

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Michael Ockwell
 Director
 ACT Corrective Services (E233)
 Section 72 Public Sector Management Act 1994

Jill Circosta
 Registrar
 The Supreme Court (E226)
 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

Michael Vanderheide
 Director
 ACT Information Management (E236)
 5.8.01

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

Applicants should note that Duty Statements, Selection Criteria and Application Packages including Referee proformas are available on the Departments website at <http://www.health.act.gov.au/employment/index.html>.

Community Health and Housing Executive

Administrative Service Officer Class 4
\$37,499 - \$40,714 Canberra (PN: 23595)

Closing Date: 11 October 2001

Duties: Provide administrative support to the Executive Director, Community Health and Housing and the Director, Community Health Services. Appraise incoming correspondence, coordinate meetings, travel and other arrangements, liaise with the Minister's office, government departments and professional bodies, media and the general public.

Contact Officer: Therese Gehrig on (02) 6205 1767

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

Apply: 23

CC: 148-9011-17913

Financial Management and Support Services Human Resources Unit

Administrative Services Officer Grade 5
\$41,825 - \$44,349 Canberra (PN: 11879)

Closing Date: 11 October 2001

Duties: Provide support and advice to the department for the recruitment, establishment and classification management systems. Maintain the department's human resource management information systems and provide advice as required, including development of policy documents and related projects.

Contact Officer: John Duffy on (02) 6207 7410
Selection documentation may be obtained from the contact officer.

Apply: 23

CC: 148-9011-17925

ACT Housing**Business Management Group
Various positions ranging from
Senior Officer Grade C****to Administrative Services Officer Grade 4
Opportunities in Strategic Asset Management**

ACT Housing provides housing for 30,000 Canberrans through a property portfolio of over 11,500 properties valued at \$1.5bn.

We are seeking professional and motivated people to work in the Business Management Group which manages these properties and is responsible for:

Two large facility management contracts (total value of \$90m over three years) to deliver all maintenance and property services to the portfolio;

An annual construction and purchase program of between \$20-30m to rejuvenate stock to meet modern community standards;

Revitalisation of 24 major multi-unit properties over a 10 year period;

Intensive audit and quality assurance.

The successful people will need skills and experience in property, project and contract management; and a strong focus on quality customer service.

Positions are available in Capital Program, Contract Management and Audit/Compliance at levels ranging from Senior Officer Grade C to Administrative Services Officer Grade 4.

Details of positions are as follows:

Capital Program**Senior Officer Grade C**

Position Number: 10575

Salary \$57,192 – \$61,666

Administrative Services Officer Grade 6

Position Numbers: 000452 & 11521

Salary \$45,172 – \$51,888

Administrative Services Officer Grade 5**Several Positions**

Salary \$41,825 - \$44,349

Administrative Services Officer Grade 4

Position Number: 10778

Salary \$37,499 - \$40,715

The Capital Program unit manages a proactive program identifying properties for upgrade, rejuvenation, sale, transfer and acquisition. The unit co-ordinates maintenance, upgrade, purchase, sale, redevelopment and construction to enhance the value of the stock and to ensure the stock meets the existing and projected needs of tenants and prospective tenants.

Contact Officer for Senior Officer Grade C:

Miriam Jamieson (02) 6207 5440

Contact Officer for other positions: Elizabeth Mitchell (02) 6207 1234

Contract Management**Administrative Services Officer Grade 6**

Position Numbers: 12258 & 20024

Salary \$45,172 - \$51,888

The Contract Management unit is responsible for managing all the Business Management Group's contracts, in particular, the Total Facilities Management, construction and stock revitalisation programs in accordance with the strategic asset management principles and Ownership Agreement. This unit is the central point through which all contracts are managed and is a centre of contract management expertise.

Contact Officer for positions: James Cox

(02) 6207 1306

EMPLOYMENT (Continued)

**Audit/Compliance
Administrative Services Officer Grade 5
Position Number: 11509
Salary \$41,825 - \$44,349**

The Audit/Compliance team is responsible for ensuring that all work carried out by the Group's service providers is compliant with terms and conditions of respective contracts and where applicable Service Level Agreements. The team is responsible for tracking and investigating customer complaints and contractor disputes; and for undertaking the compliance activities provided in Total Facilities Management contracts as well as documenting and monitoring cost and quality of works issues for the purpose of routine management reporting. As part of its preventive focus, the team examines the Group's management reports to identify potential areas of concern and encourages the application and review of quality control procedures.

Contact Officer for position: Terry Waite
(02) 6207 5465

Please note:

All applicants will need to demonstrate, in their application, that they meet the selection criteria of the position/s that is contained in the package. Information is also available at www.housing.act.gov.au

Names and contact numbers of 2 referees to be submitted with application. 2 referee reports will be required at interview.

Where relevant, applications for these position will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions. The outcome of the recruitment process is non-appellable.

Relocation costs will not be paid for appointees.

To obtain a selection documentation package

please call: (02) 6207 1329
(Answering Machine)

An information briefing session will be held for all interested applicants as follows:

on Wednesday, 3 October 2001
at Canberra Labor Club
Chandler Street, Belconnen
5.30pm

Applications addressing the selection criteria should be forwarded to:

Manager, Strategic Corporate Services
ACT Housing
Locked Bag 3000
BELCONNEN ACT 2616

Applications Close 18 October 2001

Applicants will be expected to demonstrate an understanding and commitment to ethical practices, the principles of Workplace Diversity, Occupational Health and Safety and of Cultural Diversity. Aboriginal people, Torres Strait Islanders, people from non-English speaking backgrounds, people with disabilities and mature aged workers are encouraged to apply.

The ACT Public Service is a unified and professional service built on the principles of public interest, community values and a culture of service.

Successful applicants will become permanent officers (unless otherwise noted) of the ACT Public Service on attractive terms and conditions.

Women, Australians from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islanders and people with a disability have an equal opportunity for employment in the ACTPS. An appropriate selection committee will be formed, or special needs addressed, if requested by a member of one of these groups.

Applicants must be either an Australian citizen or have permanent residence status.

THE CANBERRA HOSPITAL

VALUES

The Canberra Hospital values the following in its staff, its business and its relationships:

Caring – for our patients, for each other and for the community.

Achieving – recognition for our successes and value for the community's investment, government budget and other objectives.

Learning – from others and sharing our knowledge with others, to be part of a relevantly skilled and committed team, to be flexible and adaptable.

Leading – by example, by motivating others, by communicating with others.

Linking – internally and externally to form partnerships and integration to maximise patient care.

SALARY PACKAGING

For employees at The Canberra Hospital, salary packaging with fringe benefits tax-free threshold up to \$8,755 is available. Employees can also package beyond the FBT-free threshold up to 30% of gross salary on non-FBT items.

The Canberra Hospital encourages people from culturally and linguistically diverse backgrounds to apply.

Nursing Branch

Emergency Department

Registered Nurse Level 2 \$43,711 - \$46,474,
Canberra (PN. 27014)

Closing date: 11th October 2001

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

Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Registration Board; minimum of three years recent full time

EMPLOYMENT (Continued)

or equivalent experience at an advanced level, including triage, in a metropolitan emergency department or equivalent environment which treats both adult and paediatric cases.

Note: This is a permanent part time vacancy.
Contact Officer: Isabel Harvey (02) 6244 2322
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3139
Apply: 16
CC: (1612)

**Nursing Branch
Urology/Vascular Ward**

Registered Nurse Level 2 \$43,711 - \$46,474, Canberra (PN. 22275)
Closing date: 11th October 2001
Duties: Provide comprehensive direct patient care by utilising the nursing process; act as a role model in the provision of holistic patient care; liaise with patient care teams to achieve an agreed standard of care.
Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Registration Board. A minimum of three years recent full-time post registration experience at an advanced level and two years experience in Vascular or Urology nursing. Holds or is working towards a relevant post registration qualification.
Contact Officer: Cheryl Ross (02) 6244 2364
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2257
Apply: 16
CC: (1945)

**Corporate Services
Case Management & Occupational Health & Safety**

Administrative Services Officer Class 6 \$43,980 - \$50,520, Canberra (PN. 27706)
Closing date: 11 October
Duties: Liaise with and advise staff and management of The Canberra Hospital on compensation and return to work matters. Liaise with and negotiate with Comcare, rehabilitation providers, medical practitioners and other interested parties regarding compensation and return to work matters. Manage and facilitate the return to work process including the preparation, implementation and supervision of return to work plans.
Eligibility/other requirements: Knowledge of SRC Act and Conditions of Service legislation. A knowledge and understanding of ID, EEO and OH&S principles and practices.
Note: This is a permanent full time position
Contact Officer: Elizabeth Cooper (02) 6244 4124
Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168
Apply: 16
CC: 1314

Clinical Executive Group

Registered Nurse Level 3 (General Practitioner Liaison Officer) \$48,200 - \$51,307, Canberra (PN. 24009)
Closing date: 11 October 2001
Duties: An exciting opportunity exists for a self-motivated and enthusiastic Registered Nurse Level 3 to implement general practitioner liaison initiatives with the Canberra Hospital and Divisions of General Practice. This is a new initiative which aims to improve patient care through enhanced communication and system change facilitating continuity of care and development of seamless health services.
Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Registration Board. Minimum of five years recent full-time or equivalent post registration experience.
Note: The successful applicant will be employed for a period of 12 months with a possible extension to June 2003 dependent on evaluation of the Program.
Contact Officer: Dr Rod Lambert (02) 6244 3506
Selection documentation: Melodie Lutz (02) 6244 2977
Apply: 16
CC: TBA

Corporate Services**Food Services**

General Services Officer Level 2 \$12,687 - \$25,522, Canberra (PN. Various)
Closing date: 11 October
Duties: Under direction, perform a range of duties in the Food Services Section, which may include:
*Cleaning and washing duties as required in the kitchen, pantry and cafeteria.
*Assemble and deliver cleaned items to appropriate areas.
*Clean dishwasher and surrounding work areas as required.
*Collect and dispose of wet and dry garbage as required.
*Assist in patient plate assembly.
*Prepare beverages.
*Deliver meals and beverages to wards and serve meals.
Note: These positions are permanent part time.
Contact Officer: Sue Denton (02) 6244 3929
Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168
Apply: 16
CC: 1372

Medical SMT**Renal Medicine**

Administrative Services Officer Class 2 \$28,760 - \$31,892, Canberra (PN. 21013)
Closing date: 11 October
Duties Operate a word processor to type confidential medical reports and correspondence. Assist in utilising the system to devise programs for other office systems e.g. patient index, appointments, statistics etc.

EMPLOYMENT (Continued)

Provide a reception service and maintain an appointments systems. Receive and screen incoming phone calls, answer queries and take appropriate action. Maintain a master patient index, record attendance and prepare accounting schedules. Maintain patient clinical data base.

Note: This is a permanent full time position.
Contact Officer: Dr Michael Falk (02) 6244 2046
Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168
Apply: 16
CC: 1674

**Medical SMT
Gastroenterology**

Administrative Services Officer Class 3 \$32,758 - \$35,353, Canberra (PN. TBA)
Closing date: 11 October

Duties: Under general direction provide secretarial support to the Medical Director, Gastroenterology Unit. As Team Leader of the clerical support team provide supervision, coordination and leadership for the team. Be responsible for the training and professional development of those staff. As a member of the clerical support team participate in a range of administrative and clerical functions for the unit including reception service, patient enquiries, receiving telephone calls, making appointments, compiling documentation as required.

Note: This is a permanent full time position.
Contact Officer: Dr Mark Bassett (02) 6244 2195
Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168
Apply: 16
CC: 1733

**Pathology Services
Administration**

Information Technology Officer Class 1
\$35,353 - \$40,423, Canberra (PN. 28780)
Closing date: 11 October

Duties: Provide technical and administrative support for the Pathology Laboratory Information System and office automation facilities, under the direction of the Systems Administrator. Receive and coordinate reports of errors or failures in the computer systems of Pathology. Investigate errors and log with external support personnel as appropriate. Provide training to users of Pathology computer systems, including office automation.

Note: This is a permanent full time position.
Contact Officer: Ian Bull (02) 6244 2826
Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168
Apply: 16
CC: 3111

ACT COMMUNITY CARE**Dental Health Program
Dental Assistants Level 1 and 2
(qualified/unqualified)**

\$22,690 – \$32,333 pa

Several casual positions

The Dental Health Program is seeking applications from suitably qualified and unqualified individuals to fill several casual vacancies for Dental Assistant Levels 1 and 2. The positions involve general dental assisting in a clinical setting and general administration. Eligibility: Previous experience in a dental environment and a sound knowledge of infection control.

Highly Desirable: Dental Assistant Certificate.

Contact Officer: Amy Smith (02) 6205 1089

Selection Documentation: Jantsen Lam

(02) 6205 1088

Applications close: 4 October 2001

Apply 21

CC: 148-9009-16860

**Disability Program
Regional Office Administrator
Administrative Service Officer Class 6
Position number: 30070**

Full time 36:45 hours per week.

\$44,590 - \$51,220 per annum

The Disability Program is looking for a suitably qualified Regional Office Administrator. Duties will include facilitating and coordinating information, data management, preparation of reports, correspondence and to oversee general office administration.

The position is critical to the effective operation of the Disability Program's Regional service delivery team and provides essential support to the Regional Manager and Multi-Disciplinary Team Leader.

To obtain the selection documentation please phone : (02) 6205 0971 (24 hour answering service)

Contact Officer: Penny Hayman Phone: (02) 6207 1355

Applications Close: 11 October 2001

Apply: 21

CC: 148-9009-16861

**Disability Program
Speech Pathologists
Professional Officer Class 2
Professional Officer Class 1**

\$44,590 - \$49,833 per annum

Professional Officer Class 1

\$36,498* - \$43,623 per annum (* With a four

year degree)

Vacancies may be filled on a full time or part

time basis

Vacancies exist for qualified speech pathologists to work as part of a multi-disciplinary team, providing services to children and adults in the Disability Program.

Duties include:

- Assessing, planning and implementing group and individual programs for people with disabilities including those in the area of communication and mealtime assistance.

EMPLOYMENT (Continued)

- Conducting and interpreting speech pathology assessments as required.
 - Ability to train staff and clients in matters related to speech pathology.
- Excellent team, client and communication skills are required. Experience working with children and adults with disabilities is advantageous but not essential.

Eligibility: An appropriate speech pathology degree or diploma. Eligibility for practising membership of Speech Pathology Australia.
 Contact Officer: Robynne Maher
 ph: (02) 6207 8088
 Selection Documentation: (02) 6205 0971 (24 hour Answering Machine)
 Note: Please indicate whether you wish to obtain selection documentation for the PO2 or PO1 level.
 Applications Close: 11 October 2001
 Apply: 21
 CC: 148-9009-16861

Physiotherapists

Professional Officer Class 2

\$44,590 - \$49,833 per annum

Vacancies may be filled on a full time or part time basis

Vacancies exist for suitably qualified physiotherapists to work as part of a multi-disciplinary team, providing services to children and adults in the Disability Program. Duties include:

- Assessing, planning and implementing individual and group programs for people with disabilities including those related to mobility, rehabilitation aids, equipment and appliances.
- Assessing and recommending appropriate equipment to maintain client functioning and or improve client/carer safety.

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

Eligibility: An appropriate physiotherapy degree or diploma. Registration as a physiotherapist in the ACT. Eligibility for membership of the Australian Physiotherapy Association.

Contact Officer: Peter Lisacek ph: (02) 6207 6305
 Selection Documentation: (02) 6205 0971 (24 hour Answering Machine)
 Applications Close: 11 October 2001
 Apply: 21
 CC: 148-9009-16861

Occupational Therapists

Professional Officer Class 2

Part time positions

\$44,590 - \$49,833 per annum

Vacancies exist for suitably qualified occupational therapists to work as part of a multi-disciplinary team, providing services to children and adults of the Disability Program. Duties include:

- Assessing, planning and implementing individual and group programs for people with disabilities.
- Assessing and recommending appropriate equipment to maintain client functioning and or improve client/carer safety.
- Educating clients and staff in skill development.

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

Eligibility: An appropriate occupational therapy degree or diploma. Eligibility for membership of the Australian Association of Occupational Therapists.

Contact Officer: Peter Lisacek ph: (02) 6207 6305
 Selection Documentation: (02) 6205 0971 (24 hour Answering Machine)
 Applications Close: 11 October 2001
 Apply: 21
 CC: 148-9009-16861

Integrated Health Care Program

Registered Nurse Level 2

\$43,841 - \$46,611 pa

Salary packaging with FBT exemption under PBI conditions is available.

Position Numbers: 22758 and 22775

The Integrated Health Care Program is seeking applications from suitably qualified Registered Nurses for two Case Manager positions in the Home Based Palliative Care Service.

The successful applicants will be responsible for case management and the coordination of nursing clinical services for clients of the Home Based Palliative Care Team and the Integrated Community Care Program across ACT.

Eligibility/other requirements: Current ACT Nurses Registration with a minimum of 3 years recent post registration experience and current drivers licence.

Note: These positions are full time.
 Contact Officer: Ashley TerBogt (02) 6205 1138
 Selection Documentation: Dora Koripas (02) 6205 1357

Applications Close: 11 October 2001
 Apply: 21
 CC: 148-9009-17798

Integrated Health Care Program

Occupational Therapy Department

at The Canberra Hospital

Occupational Therapist

Professional Officer Class 2

\$44,111 - \$49,298 pa

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

Position No: 20626

The Integrated Health Care Program is seeking a suitably qualified occupational therapist to provide skilled assessment and intervention within an acute care setting. The successful applicant will work as part of a multidisciplinary team within The Canberra Hospital. Good communication skills, ability to work with a range of medical and surgical conditions and ability to supervise students are highly desirable.

Eligibility: Mandatory professional qualifications. Must have minimum of 2 years experience.

EMPLOYMENT (Continued)**Note: This is 12 month locum position.**

For further information: Prue Campbell, Manager
Occupational Therapy
(02) 6244 3286
Selection documentation: Jan Gillies
(02) 6244 3286
Applications close: 11 October 2001
Apply 21
CC: 148-9009-17798

**Alcohol & Drug Program
Family Therapy Case Worker
Administrative Service Officer Level 6
\$44,111 - \$50,670 pa
Professional Officer Level 2
\$44,111 - \$49,298 pa**

Multi-classified position to be filled at one of the above classifications.
Salary packaging with FBT exemption under PBI conditions is available.

New position

Duties: The successful applicant will undertake case management of clients with alcohol and other drugs issues, within a family therapy framework. Other duties will include liaison with family support and advocacy organisations in the community and application of a range of community education and development activities in the delivery of health promotion services. The successful applicant will be expected to participate in the support and education of other staff and students.

Eligibility: Mandatory qualifications apply to PO2 applicants.

Appropriate qualifications in a health or social discipline and appropriate qualifications or training in family therapy are highly desirable for ASO6 applicants.

A current drivers licence is essential.

Note: Temporary vacancy for 36 months.

Contact Officer: Donna Bull (02) 6205 2121

Selection Criteria: Katrina Gerholt (02) 6205 2121

Applications close: 11 October 2001

Apply: 21

CC: 148-9009-16852

**Alcohol and Drug Program
Senior Professional Officer Grade C/Senior
Officer Grade C \$55,850 - \$60,219
Registered Nurse Level 4.2 \$61,040**

Multi-classified position to be filled at one of the above classifications

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

Position No: 22029

Duties: The successful applicant will coordinate, develop and implement drug education programs within the ACT. Other duties will include coordination of training, evaluation of programs and services and extensive liaison with a variety of agencies.

Eligibility: Mandatory qualifications apply for SPOG C and RN4.2 applicants.

Note: Temporary vacancy, full-time for 6 months.

Contact Officer: Sally Pink (02) 6205 2121

Selection Documentation: Katrina Gerholt (02) 6205 2121

Applications close: 11 October 2001

Apply: 21

CC: 148-9009-16852

**Alcohol & Drug Program
Career Medical Officer Grade 2
\$77,811 pa (full-time rate of pay)**

Salary packaging with FBT exemption under PBI conditions is available.

Position no: 29146

A permanent part time vacancy exists for a qualified medical officer. This position involves assessing, diagnosing and treating people who are alcohol and/or drug dependent. A special interest in alcohol and other drug medicine, experience in the field and/or a willingness to undertake further study in the field would be a distinct advantage.

Eligibility: Registration, or eligibility for registration with the Medical Board of the ACT.

Contact Officer: Dr Jo Mazengarb

(02) 6244 2591

Selection Criteria: Katrina Gerholt

(02) 6205 2121

Applications close: 11 October 2001.

Apply: 21

CC: 148-9009-16852

**Dental Health Program
Principal Dental Assistant
\$33,210 - \$34,074 pa**

New position

The Dental Health Program is seeking applications from people with appropriate experience and qualifications for the position of Principal Dental Assistant. The vacancy arises from a re-organisation of management positions. The post is responsible for providing clinical leadership and support to the Dental Health Program's Dental Assistants. This will include developing and implementing a program of skills enhancement, monitoring and maintaining standards, and providing advice and information on issues relating to Dental Assistants. The post will be subject to clinical loading as determined by the Program.

Applicants should have experience in working in a multichair clinic with some supervisory responsibilities.

Eligibility/other requirements: A Dental Assistants Certificate is mandatory.

Contact officer: Brian Dorning (02) 6205 0989

Selection documentation: Jantsen Lam

(02) 6205 1088

Applications close: 11 October 2001

Apply: 21

CC: 148-9009-16860

**Dental Health Program
Senior Dental Therapist
Senior Professional Officer Grade C
\$56,456 - \$60,872 pa**

New position

The Dental Health Program is seeking applications from people with appropriate experience and qualifications for the position of Senior Dental Therapist. The vacancy arises from a re-organisation of management positions. The post is responsible for providing clinical leadership and support to the Dental Health Program's Dental Therapists. This will include supporting professional development and the continuous learning process for Dental Therapists, providing professional advice on issues relating to Dental Therapists, monitoring and maintaining standards and representing the Program's Dental Therapists in appropriate

EMPLOYMENT (Continued)

forums. The post is also expected to contribute to oral health education, screening and other special programs for appropriate age groups. The post will be subject to clinical loading as determined by the Program. Applicants should have experience in working in a large clinic with some supervisory responsibilities. Eligibility/other requirements: Mandatory qualifications apply.
 Contact officer: Brian Dorning (02) 6205 0989
 Selection documentation: Jantsen Lam (02) 6205 1088
 Applications close: 11 October 2001
 Apply: 21
 CC: 148-9009-16860

CALVARY HEALTH CARE ACT**Administrative Services****Ward Services**

Calvary Services Officer 4 \$27,387 - \$28,485, Canberra (PN. 8153, 8648)
 Closing date: 11 October 2001
 Duties: Assist in medical emergencies as directed. Assist with the control of refractory patients and perform security duties to all areas of the Hospital and grounds.
 Eligibility/other requirements:
 Note: Position No 8648 is 28 hours per fortnight. TTY (02) 6201 6127
 Contact Officer: Matt Garven (02) 6201 6440
 Selection documentation may be obtained from Matt Garven (02) 6201 6440
 Apply: 07
 CC: 148-9094-17781

Administrative Services**Ward Services**

Calvary Services Officer 3 \$26,484 - \$27,387, Canberra (PN. 8735)
 Closing date: 11 October 2001
 Duties: Assist with patient handling and transportation. Convey medical equipment and assist in medical emergencies as directed.
 Eligibility/other requirements:
 Note: TTY (02) 6201 6127
 Contact Officer: Matt Garven (02) 6201 6440
 Selection documentation may be obtained from Matt Garven (02) 6201 6440
 Apply: 07
 CC: 148-9094-17781

Clare Holland House

Enrolled Nurse \$31,810 - \$34,138, Canberra (PN. 8462)
 Closing date: 11 October 2001
 Duties: Assist in provision of an optimum standard of patient care, with the emphasis on palliative care and the quality of living. In collaboration with the Registered Nurse assist in delivery of total patient/family care based on an individualised approach.
 Eligibility/other requirements: Current registration as an Enrolled Nurse with the ACT Nurses Board.
 Note: Part time, 56.00 hours per fortnight. TTY 6201 6127
 Contact Officer: Sarah Boyd (02) 6273 0336
 Selection documentation may be obtained from Sarah Boyd (02) 6273 0336
 Apply: 07
 CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT**Arts, Festivals and Tourism****Festival ACT****Senior Officer Grade B, (Manager Level 1)****Position No: 55520****Salary Range: \$67,576 - \$76,073p.a****Applications closes on 5 October 2001.**

Duties: The position manages the work of Festivals ACT including: Provision of policy advice on issues relating to festivals. The development of a strategic approach to festivals in the ACT. Administration of the Festival Development Fund.

Note: The successful applicant will be given the option of a Certified Agreement or an Australian Workplace Agreement. The Level of remuneration will be negotiated in accordance with the preferred Agreement taking into account the experience and skills of the individual.

Contact Office: Mandy Hillson on (02) 6207 2389

Selection Documentation: Natalie Shkolar on (02) 6207 2384 and is also available from www.act.gov.au/recruitment/cmdindex.asp

Apply 06**CC: 148-9031-17204****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/departm ent.htm> or may be requested using email to <mailto:wfpm.webmaster@decs.act.gov.au> or obs@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**Youth Services Branch****Youth and Community Services Section**

Senior Officer Grade A \$78481, Canberra (PN. 32288)

Closing date: 11 October 2001

Duties: As part of the Executive Management team, lead the operation of Youth and Community Services section. Be responsible for policies and programs to identify and address social policy issues in the ACT. Represent the Department in negotiation and liaison with government agencies, commonwealth and state forums and non-government agencies.

EMPLOYMENT (Continued)

Note: The successful applicant will be offered an attractive performance based remuneration package regulated under an Australian Workplace Agreement.

Contact Officer: Sue Birtles (02) 6205 1938

Selection documentation may be obtained from Linda Cullen (02) 6205 1938

Apply: 12 or via email:

decs_employment@act.gov.au

CC: 148-9013-16917

Children's, Youth and Family Services

Senior Officer Grade C \$57,192 - \$61,666, Canberra (PN. 2000)

Closing date: 11 October 2001

Duties: Perform the role of Executive Officer for the Children's, Youth and Family Services including coordinate cross-divisional responses, develop and manage the divisional budget, undertake complex project work including research and development and provide high level advice to management on divisional issues and strategic policy development.

Note: The successful applicant will be offered an attractive performance based remuneration package regulated under an Australian Workplace Agreement

Contact Officer: Sue Birtles (02) 6205 1938

Selection documentation may be obtained from Linda Cullen (02) 6205 1938

Apply: 12 or via email:

decs_employment@act.gov.au

CC: 148-9013-16917

Children's, Youth and Family Services Division Family Services Branch Child Abuse Prevention, Education & Research Section

Professional Officer Class 2 \$45,171 - \$51,888, Canberra (PN. 2027)

Closing date: 11 October 2001

Duties: The training officer will assist the development and training coordinator develop, coordinate and present staff development and community education programs; research and liaise with statutory child protection agencies, local education institutions and other agencies to further improve training for Family Services staff; assist in developing accredited training in child protection.

Eligibility/other requirements: Tertiary qualifications in social work or psychology which will provide full eligibility for membership of the Australian Association of Social Workers or the Australian Psychological Society.

Note: Previous applicants will automatically be considered and need not re-apply.

Contact Officer: Rob Baker (02) 6207 1487

Selection documentation may be obtained from the Contact Officer (02) 6207 1487

Apply: 12 or via email:

decs_employment@act.gov.au

CC: 148-9013-16917

Children's, Youth and Family Services Division Youth and Community Services Section

Administrative Service Officer Class 6 \$45,171 - \$51,888, Canberra (PN. 577)

Closing date: 11 October 2001

Duties: This position requires a dynamic and creative person to manage the complex

business of this section. The successful applicant will also be required to undertake complex project work including social research, policy analysis, policy development and the preparation of high level reports.

Contact Officer: Sarah King (02) 6207 1323

Selection documentation may be obtained from Emma Martin (02) 6207 1110

Apply: 12 or via email:

decs_employment@act.gov.au

CC: 148-9013-16917

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

decs_employment@act.gov.au

CANBERRA INSTITUTE OF TECHNOLOGY**Division of Corporate Services****Statistics Manager**

Senior Officer Grade C \$57,473 - \$61,970, Canberra (PN. 54857)

Closing date: 11 October 2001

Duties: Manage the statistics function within CIT, which includes responsibility for external reporting obligations and internal reporting requirements, and support the continuing development, implementation and maintenance of the CIT Profile and Budget Model.

Eligibility/other requirements: Appropriate qualifications, knowledge and experience relevant to the position desirable.

Contact Officer: Aidan O'Leary (02) 6207 3114

Selection documentation may be obtained from Dawn McNamara (02) 6207 3108

Or email dawn.mcnamara@cit.act.edu.au

Apply: 11

CC: 148-9024-16930

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

Office of the Commissioner for Land and Planning**Principal Leasehold Adviser/Manager**

Senior Officer Grade A \$78,481, Canberra (PN. 44561) or Senior Officer Grade B

\$67,576 - \$76,073, Canberra (PN 13550)

Closing date: 11 October 2001

Duties: The Office of the Commissioner for Land and Planning comprises a small multi-disciplinary team which supports the Commissioner for Land and Planning in making independent decisions on some categories of development applications lodged under the *Land (Planning and Environment) Act 1991*. The Commissioner operates "at arm's length" from Government as a decision maker on contentious planning and Crown lease variation matters. Planning and Land Management

EMPLOYMENT (Continued)

Group, in the Department of Urban Services, which is responsible for determining routine applications, makes recommendations to the Commissioner on contentious applications. The Commissioner is a part-time statutory office holder and is not resident in the ACT. He commutes to Canberra normally for two days per week. In his consideration of applications, he relies heavily on the advice and recommendations of his senior staff.

The successful applicant will have skills in people and resource management and financial control and will have the ability to direct and control the operations of the office **and/or** a thorough knowledge of the ACT leasehold system, associated legislation and land and planning administration in the ACT or the ability to acquire that knowledge.

Only one of the positions will be filled and applicants should nominate whether they are applying for one or both positions.

Contact Officer: Stuart Sankey (02) 6207 2554
Selection documentation may be obtained from Rosslyn Davey (02) 6207 1707

Apply: 28
CC: 148-9012-16904

**ACT Magistrates Court
Executive****Personal Staff**

Administrative Service Officer Class 3 \$33,644, Canberra (PN. 42329, 44062)

Closing date: 11 October 2001

Duties: Act as associate/confidential clerk to a Magistrate. Provide administrative and in-court support to the Magistrate. Assist the Magistrate with legal research, preparation of cases for hearing and reserve decisions, and provide keyboard services. Maintain the Magistrate's diary, check files for completeness and note file movements.

Eligibility/other requirements: Full completion of legal studies is required

Note: These positions are temporary vacancies and are available for a period of up to twelve months.

Starting date is flexible but envisaged to be December 2001/ January 2002.

Contact Officer: Melita Bozin (02) 6217 4406
Selection documentation may be obtained from 24 hour answering machine (02) 6217 4229

Apply: 28
CC: 148-9012-16939

DEPARTMENT OF URBAN SERVICES**Corporate Group****Human Resources Section****Planning and Ownership Unit**

Senior Officer Grade B - \$67,576 - \$76,073

PN 10419

Canberra

Closing Date: 11-Oct-01

Duties:

The Planning and Ownership Unit is responsible for facilitating integrated corporate planning processes across Urban Services within a performance framework. The Unit is also responsible for promoting the ownership role within the department.

The opportunity exists for a skilled person to undertake the role of co-manager in this 2 person unit. The person will provide high level advice and expertise on a range of issues involving planning processes, ownership and organisational development.

Qualifications/other requirements: Tertiary qualifications in Change Management, Organisational Development and/or extensive relevant experience.

Contact Officer: Allan Eggins
(02) 6207 6227 or allan.eggins@act.gov.au

Selection documentation: Ingrid Kennealy
(02) 6207 2270 or ingrid.kennealy@act.gov.au

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

Apply Code: 34

CC: 148-9017 16954

City Management Group**Roads ACT Branch****Business Support Section****Customer Response Subsection**

Administrative Service Officer Class 4

\$37,499 - \$40,715

PN 27037

Canberra

Closing Date: 11-Oct-01

Duties

The position will be responsible for the preparation and coordination of responses to Ministerial correspondence on behalf of Roads ACT and maintaining the Ministerial Commitments Register to ensure the Unit meets designated deadlines. The position will also assist in responding to general inquiries in relation to roads and stormwater issues either over the counter or by telephone. Ideally the successful applicant will have demonstrated research, analytical and problem solving skills; an understanding of legislation, standards and statutory requirements and good oral and written communication, liaison and interpersonal skills.

Note: This position was advertised in the Gazette of 12 July 2001. Previous applicants will be considered and need not reapply.

Contact Officer: Robert Davey
(02) 6207 6240 or robert.davey@act.gov.au

Selection documentation: Helen Stravens
(02) 6207 6868 or helen.stravens@act.gov.au

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

Apply Code: 34

CC: 148-9019 17040

Planning and Land Group**PALM Executive**

Business Strategy and Communications Section

Senior Officer Grade A - \$78,482

PN 15107

Canberra

Closing Date: 11-Oct-01

Duties

Planning and Land Management Group (PALM) has a major role in implementing the Government's vision for Canberra through planning and facilitating high quality sustainable development in the ACT. This includes the Future Canberra Program.

EMPLOYMENT (Continued)

PALM needs a highly skilled, self motivated and experienced manager to lead a team to develop and implement a broad ranging communication and consultation strategy with a particular focus on:

Managing staff and the day to day operations of the Business Strategy and Communications Unit and contribute to the effective operation of the Executive team, organisational leadership and change management;

Developing and implementing PALM's Strategic Plan, HR Strategic Plan and support its business planning process; including establishing, monitoring and evaluating PALM's performance measurement framework and indicators;

Managing strategic programs for PALM including the Future Canberra Program; Identify and facilitate the implementation of corporate performance improvement priorities and initiatives to support organisational outcomes;

Developing and implementing an internal and external communication strategy;

Manage all administrative law matters for PALM including AAT, Ombudsman and FOI.

Qualifications and Other Experience: **Tertiary qualifications and/or extensive experience in business management or a related field.**

Contacts: Enquiries about the position to Lincoln Hawkins, Executive Director, Planning and Land Management Group on (02) 6207 1712. Selection criteria and information pack are available from Deborah Allen on

(02) 6207 6361 or by e-mail:

deborah.allen@act.gov.au.

Or from the recruitment home page:

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

Apply Code: 34

CC: 148-9020 17643

DEPARTMENT OF TREASURY

Government Business Enterprises (GBE) Management Branch

Senior Officer Grade C (PN 55177)

Salary Range: \$57,191 - \$68,196

Applications close on 11 October 2001

Duties: Manage, individually or as a member of a team, analysis of policy and financial management issues relating to Government Business Enterprises. (GBE). Provide high level strategic advice and support on issues concerning GBE's.

Qualifications: Qualifications in accounting, economics or related discipline desirable.

Note: For specialist skills, a higher salary may be negotiated under an Australian Workplace Agreement. Consideration will be given to filling this position on a full time or part time basis depending on the level of applications received.

Contact Officer: Floyd Kennedy on (02) 6207 0096 or Tony Hays on (02) 6207 5062

Selection Documentation: Danielle Gilroy: (02) 6207 2551 and is also available from the following internet address:

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

Apply: 35

CC: 148-9042-17578

Financial and Budgetary Management Branch Executive Section

Administrative Service Officer Class 4 (PN 43385)

Salary Range: \$37,499 - \$40,714p.a

Applications close on 11 October 2001

Duties: Under general secretarial duties for the Financial and Budgetary Management (FAB) Directors (2) including:

- filtering telephone calls;
- arrange appointments/scheduling meetings, and
- arrange travel and accommodation.

Register Ministerials for the Treasurer and distribute to relevant sections in FAB. Monitor the progress, advise layout, check contents and process as necessary.

Contact /Selection Documentation: Marsha Guthrie on (02) 6207 0216 and is also available from the following internet address:

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

Apply: 35

CC: 148-9042-17765

Appointments

ACT COMMUNITY CARE

Disability Support Officer Level 1

\$27,794 - \$28,907

Ruth Emerton: 741-05139, Section 68(1), 13

September 2001

CC: 148-9009-16861

Disability Support Officer Level 1

\$27,794 - \$28,907

Tiffany Beven-Kelly: 741-05147, Section 68(1),

13 September 2001

CC: 148-9009-16861

Professional Officer Class 1 \$30,761 - \$43,155

Vicki Hartwig: 741-03491, Section 68(1), 11

September 2001

CC: 148-9009-17798

CALVARY HEALTH CARE ACT

Specialist\$NFP

Dr Ann Oxner: 609 52249, Section 68, 24

September 2001

CC: 148-9094-17781

Registered Nurse Level 1 \$34,429 – \$45,890

Leonora Mylchreest: 772-02866, Section 68, 1/10/2001

CC: 148-9094-17781

Registered Nurse Level 1 \$34,429 – \$45,890

Lynette McKenzie: 609-52409, Section 68, 13/9/01

CC: 148-9094-17781

Enrolled Nurse \$31,810 - \$34,138

Lynette O'Connor: 772-02954, Section 68, 30/8/01

CC: 148-9094-17781

Enrolled Nurse \$31,810 - \$34,138

Melissa Fry: 772-02962, Section 68, 30/8/01

CC: 148-9094-17781

EMPLOYMENT (Continued)**Registered Nurse Level 1 \$34,429 - \$45,890**

Julie-Anne Legat: 772-02989, Section 68,
10/9/01
CC: 148-9094-17781

Career Medical Officer 2 \$NFP

Graeme Paton: 609-15595, Section 68, 1/10/01
CC: 148-9094-17781

Career Medical Officer 2 \$NFP

Senthan Ponniah: 772-02946, Section 68,
1/10/01
CC: 148-9094-17781

Calvary Professional Officer 2**\$44,111 - \$50,670**

Sally Bland: 772-02997, Section 68, 24/9/01
CC: 148-9094-17781

Senior Staff Specialist \$NFP

John Hehir: 772-02903, Section 68, 24/8/01
CC: 148-9094-17781

Registered Nurse Level 1 \$34,429 - \$45,890

Katharine Faupula: 772-03017, Section 68,
30/8/01
CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

Senior Officer Grade B, (Manager Level 2),
Steven Leslie Brown, AGS 707-80903
Section 115
10 September 2001
Business ACT, Chief Minister's Department

Senior Officer Grade C, \$61,666p.a
Brenton Craig Bushby, AGS 757-49681
Section 68
17 September 2001
ACTIS, Canberra Connect, Chief Minister's
Department
CC: 148-9031-19558

CANBERRA INSTITUTE OF TECHNOLOGY**Information Technology Officer Class 2****\$45,393 - \$52,143**

Bradley George Crawford: 771-71705, Section
68(1), 14 August 2001
CC: 148 9024-16930

DEPARTMENT OF URBAN SERVICES**Environment ACT**

Ranger 1 \$29,830 - \$33,079
Grant Cameron AGS Number 769 63954.
Section 68(1) 10-Sep-01
CC: 148-9028 17218

City Management Group

Senior Professional Officer Grade C
\$57,191 - \$61,666
Rohan Fernando AGS Number 729 08296.
Section 115 17-Sep-01
CC: 148-9019 17040

Planning and Land Management Group

Administrative Service Officer Class 4
\$37,499 - \$40,715
Novella Fisher AGS Number 772 38025.
Section 68(1) 17-Sep-01
CC: 148-9020 17643

ACT LEGISLATIVE ASSEMBLY**Senior Officer Grade C \$57,285 - \$61,767**

Janice Rafferty: 608-91263, Section Chamber
Support and Education, 21 August 2001
CC: 148-9014-17021

Transfer

ACT COMMUNITY CARE

Susanne Matthews: 331-35729
From: Registered Nurse Level 4.2 \$61,040
ACT Community Care, Integrated Health Care
Program
To: Registered Nurse 4.2 \$61,040
Child, Youth and Women's Health Program ACT
Community Care, Canberra (PN. 28564) (14 June
2001)
CC: 148-9009-16857

Jennifer Yaxley: 607-74630
From: Professional Officer Class 2
\$44,111 - \$49,298
ACT Community Care, Community Rehabilitation
Program
To: Professional Officer Class 2
\$44,111 - \$49,298
Integrated Health Care Program, ACT
Community Care, Canberra (PN 22079) (5 July
2001)
CC: 148-9009-17798

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES****Dusan Zec: 719-39103**

From: Building Service Officer Level 1
\$26,708 - \$27,754
Melrose High School
To: Building Service Officer Level 1
\$26,708 - \$27,754
Gold Creek School, Department of Education
and Community Services, Canberra (PN. 31120)
(No. 21,24 May 2001)
CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY**

Leonie McKinnon: 705-34892
From: Australian Public Service Level 6
\$48,937 - \$55,775
Department of Employment, Workplace
Relations and Small Business
To: Administrative Service Officer Class 6
\$45,171 - \$51,888
ACT Corrective Services, Youth Justice
Services, Community Unit, Canberra (PN.
43700) (No48 30/11/01)
Note: This is a "deemed transfer" made under
section 115(6) of the ACT Public Sector
management Act and is not subject to Appeals.
CC: 148-9012-16898

EMPLOYMENT (Continued)

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.

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

EMPLOYMENT (Continued)

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".

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

EMPLOYMENT (Continued)

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.

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.

EMPLOYMENT (Continued)

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.

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**Community Health and Housing Disabilities Priorities**

Tania Maree Shaw: 729-19075

From: Administrative Service Officer Class 6
\$45,171 - \$51,888
Department of Health, Housing and Community Care

To: †Senior Officer Grade C \$57,191 - \$61,666
Community Health and Housing, Department of Health, Housing and Community Care, Canberra (PN: 23029) (Gazette No. 29, 19 July 2001)
CC: 148-9011-17913

Margaret Lambert: 506-72390

From: Administrative Service Officer Class 5
\$41,825 - \$44,349
Department of Health, Housing and Community Care

To: Administrative Service Officer Class 6
\$45,171 - \$51,888
Community Health and Housing, Department of Health, Housing and Community Care, Canberra (PN: 33227) (Gazette No. 29, 19 July 2001)
CC: 148-9011-17913

Health Strategies and Acute Services**Executive Unit**

Matthew Patrick Charles Chamberlain: 608-13492

From: Administrative Service Officer Class 4
\$37,499 - \$40,714
Department of Health, Housing and Community Care

To: Administrative Service Officer Class 6
\$45,171 - \$51,888

Health Strategies and Acute Services, Department of Health, Housing and Community Care, Canberra (PN: 27375) (Gazette No. 30, 26 July 2001)

CC: 148-9011-16888

Maureen Elizabeth Shelton: 547-15888

From: Administrative Service Officer Class 3
\$33,644 - \$36,310
Department of Health, Housing and Community Care

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

Health Strategies and Acute Services, Department of Health, Housing and Community Care, Canberra (PN: 23006) (Gazette No. 30, 26 July 2001)

CC: 148-9011-16888

ACT COMMUNITY CARE**Integrated Health Care Program****Psychology TCH**

James Kirkcaldie: 755-61072

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

The Canberra Hospital

To: Professional Officer Class 2

\$44,111 - \$49,298

Integrated Health Care Program, ACT Community Care, Canberra (PN. 25011) (21 June 2001)

CC: 148-9009-17798

EMPLOYMENT (Continued)**CALVARY HEALTH CARE ACT****Medical Services****Clare Holland House****Dr Margherita Nicoletti: 608 08095**

From: Career Medical Officer 3

\$89,819 - \$103,449

Calvary Health Care ACT

To: Specialist \$NFP

Clare Holland House, Canberra (PN. 8766)

(32 9 August 2001)

CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT**S. M. Hall AGS No: 715-95101**

From: Senior Officer Senior Officer Grade C,

\$57,191 - \$61,666p.

Corporate Services, Chief Minister's

Department

To: Senior Officer Grade B, (Manager Level 1)

\$70,712p.a

PN: 43301

Women Policy Unit, Office of Multicultural and

Community Affairs, Chief Minister's Department

2 August 2001

CC: 148-9031-17185

CANBERRA INSTITUTE OF TECHNOLOGY

Note: This promotion is made subject to the appeal provisions under Clause 8 of the Canberra Institute of Technology (Non-teaching Staff) Certified Agreement 2000-2002.

Officers wishing to appeal this promotion should address their appeal to the Manager, Human Resources Unit, Canberra Institute of Technology, PO Box 826, Canberra ACT 2601 within 14 days of gazettal of this promotion.

Division of Corporate Services**Human Resources Unit****R Tuff: 719-30846**

From: Administrative Service Officer Class 2

\$29,684 - \$32,917

Canberra Institute of Technology

To: Administrative Service Officer Class 3

\$33,810 - \$36,489

Human Resources Unit, Canberra Institute of

Technology, Canberra (PN. 54079)

(31, 2 August 2001)

CC: 148-9024-17904

Division of Corporate Services**Records Management Unit****Justin I'Anson: 744-92677**

From: Administrative Service Officer Class 1

\$26,227 - \$28,987

Canberra Institute of Technology

To: Administrative Service Office Class 3

\$33,810 - \$36,489

Records Management Unit, Corporate Services

Division, Canberra Institute of Technology (PN.

54824) (Gazette No. 21, 24 May 2001)

Note: This position is made subject to the appeal provisions under Clause 8 of the Canberra Institute of Technology (Non-teaching Staff) Certified Agreement 2000-2002.

Officers wishing to appeal this promotion should address their appeal to the Manager,

Human Resource Management Unit, Canberra Institute of Technology, PO Box 826, Canberra ACT 2601 within 14 days of gazettal of this promotion.

CC: 148-9024-16930

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.

Resource Management Unit**Sammi Ho: 735-15136**

From: Administrative Service Officer Class 5

\$41,825 - \$44,349

Department of Justice and Community Safety

To: Administrative Service Officer Class 6

\$45,171 - \$51,888

Resource Management Unit, Canberra (PN.

11104) (No 33 16/8/01)

CC: 148-9012-16911

Resource Management Unit**Gary Rake: 747-84960**

From: Administrative Service Officer Class 3

\$33,644 - \$36,310

Department of Justice and Community Safety

To: Administrative Service Officer Class 6

\$45,171 - \$51,888

Resource Management Unit, Canberra (PN.

45882) (No 33 16/8/01)

CC: 148-9012-16911

ACT Magistrates Court**Executive****Grace Rigney: 736-38793**

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. 42325)

(No 30 26/7/01)

CC: 148-9012-16939

ACT Corrective Services**Julie Nolan: 747-16546**

From: Australian Public Service Officer Level 5

\$43,806 - \$46,451

Administrative Service Officer Class 6

\$45,171 - \$51,888

Operation Support, Canberra (PN. 10083) (No 26

28/6/01)

Note: This is a "deemed promotion" made under section 115(7) of the ACT Public Sector Management Act

CC: 148-9012-16898

EMPLOYMENT (Continued)

DEPARTMENT OF URBAN SERVICES

In accordance with current Urban Services EBA 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.

**City Management Group
Roads ACT Branch**

Asset Information Section

Marian Jancewicz AGS Number 735 66689

From Technical Officer Level 2
\$33,172 - \$38,180

To: Technical Officer Level 3
\$38,951 - \$44,191

PN 23574; Gazette 12-Jul-01

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

CC: 148-9019 17040

DEPARTMENT OF TREASURY

G. H. Bustamante AGS No: 507-56957

From: Administrative Service Officer Class 6,
\$45,171 - \$51,888p.a

ACT Department of Treasury

To: Senior Officer Grade C,
\$57,191 - \$61,666p.a (PN: 2159)

Rates, Land and Tax, Revenue Management,
ACT Department of Treasury
2 August 2001

CC: 148-9042-17176

B. B. Morris AGS No: 754-16932

From: Administrative Service Officer Class 6,
\$45,171 - \$51,888p.a

ACT Department of Treasury

To: Senior Officer Grade C,
\$57,191 - \$61,666p.a (PN: 55176)

Government Business Enterprises Branch, ACT
Department of Treasury
26 July 2001

CC: 148-9042-17578

CULTURAL FACILITIES CORPORATION

**Canberra Theatre Centre
Marketing Section**

Emma Dykes: AGS Number 254-83117

From: Administrative Service Officer Class 5,
\$42,226 - \$44,774

Canberra Theatre Centre

To: Administrative Service Officer Class 6,
\$45,604 - \$52,385

Marketing Section, Canberra Theatre Centre,
Canberra (PN. 011) (PS 31, 2 August 2001)

CC: 148-9008-16850

Retirements and dismissals

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Section 143 Public Sector Management Act:
Lynne Reynolds, Administrative Service Officer
Class 5, 18/9/01

CC: 148-9012-17345

DIRECTOR OF PUBLIC PROSECUTIONS

City Management Group

David Thomas Lissimore

Administrative Service Officer Class 4

Section 143 of the *Public Sector Management Act*

14 September 2001

CC: 148-9019 17040

Forfeiture of Office

ACT COMMUNITY CARE

Section 221(2) Public Sector Management Act:
John Henry Milne, Disability Support Officer
Level 1, 12 September 2001

CC: 148-9009-16861

Corrigenda

THE CANBERRA HOSPITAL

The salary for the position of ITO2, PN 29040, which appeared in the Gazette and Staff Bulletin of the 20/9/01 was advertised incorrectly as \$35,353 - \$40,423 and should have read \$43,980 - \$50,520.

CC: 3111

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

EMPLOYMENT (Continued)

- 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

