



Australian Capital Territory

# Gazette

No. 40, Thursday 04 October, 2001

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

## GENERAL INFORMATION

### ACT GOVERNMENT GAZETTE

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

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

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### Notices for Publications

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

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

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

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### Private Notices

The fee for a private notice is as follows:

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

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

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## EMPLOYMENT

### ACT Public Service

### Executive Contracts

#### Appointments

#### DEPARTMENT OF URBAN SERVICES

Gordon Davidson  
 Executive Director  
 City Management (E238)  
 Section 72 Public Sector Management Act 1994

Alan Phillips  
 Director  
 Corporate Finance (E202)  
 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.

#### DEPARTMENT OF URBAN SERVICES

Gordon Davidson  
 Executive Director  
 City Management (E238)  
 2.9.01

### 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.

### 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>.

#### Population Health

**Health Improvement and Public Health Policy**  
 Senior Officer Grade A, \$78,481, Canberra (PN. 29415)  
**Closing Date:** 18 October 2001

**Duties:** To provide executive leadership and management in the development of public health policy. Have responsibility for the management of local committees and representation on boards at a national level.  
**Eligibility/other requirements:** A Master of Public Health, Health Administration or similar qualification is desirable.

**Contact Officer:** Dr Shirley Bowen (02) 6205 0881

Selection documentation may be obtained from Kirsti Partridge (02) 6205 0883

Apply: 23  
 CC: 148-9011-16943

## EMPLOYMENT (Continued)

**Community Health and Housing  
Housing Policy and Planning**

Administrative Service Officer Class 5,  
\$41, 825 - \$44,349, Canberra (PN. 1829 and  
20062)

**Closing Date:** 18 October 2001

**Duties:** The positions include assisting in the developing and coordinating of policy, contract management for public, indigenous and community housing in the ACT and secretariat support to the ACT Housing Advisory Committee.

**Note:** Previous applicants need not reapply.

**Contact Officer:** David James (02) 6205 1785  
Selection documentation may be obtained from the contact officer.

Apply: 23

CC: 148-9011-17913

**Population Health Division**

**Population Health Policy and Purchasing**

Senior Officer Grade B \$67576 - \$76073,  
Canberra  
(PN. 23793)

Closing date: 18 October 2001

**Duties:** As Unit Manager provide high level policy and strategic advice to the Executive Team on policy, planning and purchasing of human resources, particularly in relation to sexual health, blood borne viruses, blood and blood products and other public health priority areas. Represent the Department at inter-governmental forums and develop effective working relationships with other agencies. Develop, review, oversee and evaluate activities and projects to improve the provision of relevant public and community services.

Contact Officer: Michael Sparks, 0407 701 011  
Selection documentation may be obtained from Cathie McIntosh (02) 6205 1710

Apply: 20

CC: 148-9011-16889

**ACT Housing**

**Housing Services Group**

**Part-Time Housing Manager**

**Administrative Services Officer Class 4**

**25 hours per week at 5 Hours Per Day**

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

**Several Positions**

Are you committed to quality client service? Do you enjoy working with a diverse client group? Can you manage a challenging career involving complex social issues and a range of business functions?

ACT Housing has a role for a self motivated and well organised person, who is interested in being employed as a Housing Manager, working in direct client contact positions in our ACT Housing shopfronts.

Employees will be required to undertake and successfully complete a Certificate IV in Government (Social Housing). The training will further develop your strong client service and business skills, providing a firm foundation for a successful career in social housing. Initially, these positions will be located at the four ACT Housing shopfronts and successful applicants will have a gradual introduction to the full range of Housing Manager functions.

Please note:

- All applicants will need to demonstrate, in their application, that they meet the

selection criteria of the position which is contained in the package. Information about this position will also be available at [www.housing.act.gov.au](http://www.housing.act.gov.au)

- 2 referee reports must be submitted with applications
- Applications for these positions 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 interstate appointees.

**Contact person for the positions:** Kerry Webb  
Contact number for the positions: (02) 6207 1515

To obtain a selection documentation package please call: (02) 6207 1329 (Answering Machine)

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 noted otherwise) of the ACT Public Service on attractive terms and conditions.

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

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

**ACT Housing**

**Housing Services Group**

**Housing Manager Specialist**

**Administrative Services Officer Class 6**

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

**Several Positions**

Do you have a social welfare background?

These positions will be responsible for ensuring customers with severe/multiple needs have appropriate housing and community support packages commensurate with maintaining a satisfactory and enduring tenancy. This service will be provided by:

## EMPLOYMENT (Continued)

- Developing case plans with case managers in other services, encompassing housing and support services at the commencement of the tenancy or during the life of the tenancy;
- Negotiating adjustments to services in accord with changes in the housing and support needs of customers;
- Monitoring case plans and associated service agreements; and
- Liaising with external case managers so an appropriate housing assistance package and support service is in place.

### Please note:

- All applicants will need to demonstrate, in their application, that they meet the selection criteria of the position which is contained in the package. Information about this position will also be available at [www.housing.act.gov.au](http://www.housing.act.gov.au)
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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.**

#### Executive

##### Public Affairs & Health Promotion

Senior Public Affairs Officer Grade 1 \$74,067, Canberra (PN 28746)

Closing date: 18 October 2001

Duties: Assist and advise the Executive of The Canberra Hospital in setting and meeting public relations, marketing and health promotion objectives and fundraising and sponsorships targets. Direct, co-ordinate and manage the Public Affairs and Health Promotion Unit at The Canberra Hospital

Eligibility/other requirements: Tertiary Qualifications in Communication studies, media studies, and public relations desirable. Understanding of Health improvement/promotion and public health issues.

Contact Officer: Ted Rayment (02) 6244 2728

Selection documentation may be obtained from Human Resource Management Group (02) 6244 3134

Apply: 16

CC: 2331

#### Clinical Services

##### Administration

Senior Officer Grade B \$65794.00-\$74067.00, Canberra (PN. 29041)

Closing date: 18 October 2001

Duties: In accordance with the mission and values of The Canberra Hospital design, develop, manage and coordinate strategic projects and initiatives with a whole of hospital focus to achieve improved consumer participation, quality integration and effectiveness of acute health services.

Eligibility/other requirements: Relevant tertiary qualification, experience in health care setting and project management.

**EMPLOYMENT (Continued)**

Contact Officer: Dr David Boadle (02) 6244 2619  
Selection documentation may be obtained from  
Human Resource Management Group (02) 6244  
3134

Apply: 16  
CC: 1141

**Mental Health Services  
Belconnen Mental Health**

Professional Officer Class 2 / Registered Nurse  
Level 3 \$43,980 - \$49,151 / \$48,200 - \$51,307  
Closing date: 18 October 2001

Duties: Undertake complex assessment,  
treatment and case management of clients with  
moderate to severe acute and long-term mental  
illness; provide clinical expertise with regard to  
specific discipline skills within the  
multidisciplinary team reviews of clients.  
Eligibility/other requirements: Tertiary  
qualification or equivalent in Psychology,  
Social Work, Mental Health Nursing or  
Occupational Therapy with current ACT  
registration where applicable, and/or eligibility  
for membership of the appropriate professional  
organisation.

Contact Officer: Carol House (02) 6205 1110  
Selection documentation may be obtained from  
the Human Resource Management Group on  
(02) 6244 3580

Apply: 16  
CC: (2224)

**Pathology Services**

**Core Laboratory**

Administrative Service Officer Class 2  
\$28,760 - \$31,892, Canberra (PN. 22930,  
Expected Vacancy)

Closing date: 18 October 2001

Duties: Providing administrative assistance,  
secretarial support and other clerical services  
to the Specialist, Registrars and laboratory staff  
of the Core Laboratory. Type confidential  
medical reports, correspondence and research  
notes.

Eligibility/other requirements: Medical  
Terminology highly desirable.

Contact Officer: Charmaine Gray (02) 6244 2835  
Selection documentation may be obtained from  
Human Resource Management Group (02) 6244  
3134

Apply: 16  
CC: 3149

**Pathology Services  
Anatomical Pathology  
Administration**

Administrative Service Officer Class 3  
\$32,758 - \$35,353, Canberra (PN. 27062 &  
27061)

Closing date: 18 October 2001

Duties: Under general direction, operate  
computer and dictaphone equipment to produce  
accurate and confidential medical reports,  
correspondence and research notes within  
established deadlines. Review and correct  
pathology request information on computer  
database and hardcopy to ensure the accuracy  
of patient demographics, requesting doctor and  
other information related to the request and  
reports.

Eligibility/other requirements: Medical  
Terminology highly desirable.

**Note:** Selection for this position may be made  
on application and referee reports only. Please  
attach referee reports addressing the selection  
criteria to your application. A dictaphone typing  
test may be part of selection process.

Contact Officer: Melissa McDonald (02) 6244  
2879

Selection documentation may be obtained from  
Human Resource Management Group (02) 6244  
3134

Apply: 16  
CC: 3124

**Pathology Services  
Anatomical Pathology  
Administration**

Administrative Service Officer Class 4  
\$36,510 - \$39,641, Canberra (PN. 27059)

Closing date: 18 October 2001

Duties: Manage, supervise and coordinate the  
administrative staff of Anatomical Pathology. Be  
responsible for the provision of administrative  
assistance and secretarial services to the  
department. Resolve complex issues and  
enquires pertaining to Anatomical Pathology.  
Type in confidence pathology reports and  
Coroners reports

Eligibility/other requirements: Medical  
Terminology highly desirable.

**Note:** Selection for this position may be made  
on application and referee reports only. Please  
attach referee reports addressing the selection  
criteria to your application. A dictaphone typing  
test may be part of selection process.

Contact Officer: Melissa McDonald (02) 6244  
2879

Selection documentation may be obtained from  
Human Resource Management Group (02) 6244  
3134

Apply: 16  
CC: 3124

**Nursing  
Women & Children's SMT  
Neonatal and Parent Support Services**

Registered Nurse Level 2 \$43,711-46,474,  
Canberra (PN. 20437)

Closing date: 18 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 team to achieve an  
agreed standard of care.

Eligibility/other requirements: Registered as a  
Midwife by the ACT Nurses Registration Board.  
A minimum of three years recent post  
registration experience. A minimum of one  
years experience in the field being  
practiced or holds a relevant post registration  
qualification.

**Note:** This is a permanent part-time vacancy  
available at 64 hours per fortnight.

Contact Officer: Carmel Jarvis (02) 6244 4075  
Selection documentation may be obtained from  
Human Resource Management Group (02) 6244

2257  
Apply: 16  
CC: 2149

**EMPLOYMENT (Continued)****Nursing  
Medical SMT****Renal Hospital**

Registered Nurse Level 2 \$43,711- \$46,474,  
Canberra (PN. 27012)

Closing date: 18 October 2001

Duties: **An exciting opportunity exists for a Clinical Development Nurse to provide clinical support to all nurses in Renal Services to assist in the development of clinical competence within the speciality.**

Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Registration Board. Minimum of three years recent full-time or equivalent post registration experience in Renal Nursing. Holds or is working towards a post basic qualification in Renal Nursing.

Contact Officer: Pauline Green (02) 6244 4080  
Selection documentation may be obtained from Human Resource management Group (02) 6244 2257

Apply: 16  
CC: 1748

**Clinical Services****Pharmacy Department**

Professional Officer Class 2 – Pharmacist  
\$43,980 - \$49,151, Canberra (PN. 26235)

Closing date: 18 October 2001

Duties: Under general professional guidance: 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.

Contact Officer: Grace Alberto (02) 6244 2121  
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580

Apply: 16  
CC: (2334)

**Clinical Services****Pharmacy Department**

Professional Officer Class 1 – Graduate Pharmacist \$30,669 - \$43,027, Canberra (PN. 23508)

Closing date: 18 October 2001

Duties: Under the supervision of a Pharmacist, complete the requirements for registration as a Pharmacist including dispensing of prescriptions, preparation of sterile and non-sterile pharmaceuticals, counselling of patients regarding prescribed pharmaceuticals and their usage, provision of clinical pharmacy services and drug information.

Eligibility/other requirements: Completion of a recognised Bachelor of Pharmacy Degree.

Contact Officer: Grace Alberto (02) 6244 2121  
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580

Apply: 16  
CC: (2334)

**ACT COMMUNITY CARE****Disability Program**

**Disability Support Officer Level -1  
Permanent Full Time, Part time & Casual  
Positions**

**(\$27,794 - \$28,907pa)**

**(Penalty payments increase the base income,  
salary will be pro rata on hours worked)**

Do you want an interesting and stimulating career? By becoming a Disability Support Officer you can provide direct day to day support to people with a wide range of disabilities. Opportunities exist for you to work with both adults and children with disabilities. To be successful you will need to demonstrate your understanding of and ability to promote the valued status of people with disabilities. You will also need to have respect for the individual rights and dignity of people with a disability. If you can demonstrate that you have experience in a similar role or that you have the potential to develop relevant skills, you will be considered for appointment.

Note: A current First Aid Level 1 Certificate and current driver's licence are essential.

**To obtain an Application Kit please phone (02) 6205 0971 or it may be downloaded from [www.communitycare.act.gov.au/employment/index.html](http://www.communitycare.act.gov.au/employment/index.html)**

**Applications Close: 19 October 2001**

Apply: 21  
CC: 148-9009-16861

**Child, Youth and Women's Health Program  
Central Bookings and Post-Natal and Parenting  
Information and Referral Service (PPIRS)**

Administrative Service Officer Class 5  
\$40,843 - \$43,309, Canberra (PN. 27380)

Salary packaging with FBT exemption under PBI conditions is available.

Closing date: 18 October 2001

Duties: The successful applicant will manage & coordinate the functions of a small service unit in addition to providing specialised support to the Program in the areas of information systems, statistical data analysis, record & file maintenance and project work as directed.

Contact Officer: Kathy May (02) 6205 2751  
Selection documentation may be obtained from Brenda Wiggett (02) 6205 2143 or [brenda.wiggett@act.gov.au](mailto:brenda.wiggett@act.gov.au)

Apply: 21  
CC: 148-9009-16857

**Integrated Health Care Program****Link Team**

**Registered Nurse Level 2 \$43,841 - \$46,611,  
Canberra (PN 20141)**

Salary packaging with FBT exemption under PBI conditions is available.

Closing date: 18 October 2001

The Link team provides discharge planning to patients at both The Canberra and Calvary Hospitals. The team also provides direct nursing services, 24 hrs a day, to clients with a broad range of needs within the ACT community. This service is an integral component within ACT Community Care.

**EMPLOYMENT (Continued)**

Duties: The successful applicant will be required to be able to work night duty shifts including weekends. Nurses interested in working with the team should have a wide range of experience in nursing, be committed to the principles of thorough multi-disciplinary discharge planning and primary health care. This position requires an ability to work autonomously, with minimal supervision, and a high level of problem solving ability.  
 Eligibility: Registered or eligible to be registered with the ACT Nurses Board. A minimum of 5 years post registration experience. Current drivers licence essential.  
 Note: This position is a part time permanent night duty position, 30 hrs per fortnight.  
 Contact Officer: Mark Gaukroger (02) 6205 2850  
 Selection documentation may be obtained from Alison Wark (02) 6244 3308  
 Apply: 21  
 CC: 148-9009-17798

**Integrated Health Care Program  
 Link Team**

**Occupational Therapist**  
 Professional Officer Class 2 \$44,111 - \$49,298, Canberra (PN 28271 expected vacancy)  
 Salary packaging with FBT exemption under PBI conditions is available.  
 Closing date: 18 October 2001  
 The LinkTeam provides discharge planning to patients at both The Canberra and Calvary Hospitals. The team also provides direct allied health and nursing services to clients with a broad range of needs within the ACT community. This service is an integral component within ACT Community Care.  
 We are seeking an enthusiastic, flexible and innovative Occupational Therapist to provide a comprehensive occupational therapy service based on primary health care principles for our clients. Duties will include providing rapid response intake, assessment and treatment to assist client discharge from hospital or to prevent admission to hospital.  
 Eligibility: Appropriate qualifications in Occupational Therapy. Eligible for membership of the Australian Association of Occupational Therapists  
 Be eligible for accreditation  
 Current driver's licence.  
 Note: This position is a part time permanent position, 22.03 hours per week  
 Contact Officer: Prue Campbell (02) 6244 2438  
 Selection documentation may be obtained from Alison Wark (02) 6244 3308  
 Apply: 21  
 CC: 148-9009-17798

**Academic Unit of General Practice and  
 Community Care**

**Research Nurse**  
 Registered Nurse Level 2 \$43,841 - \$46,611, Canberra (PN. 28328)  
 Salary packaging with FBT exemption under PBI conditions is available.  
 Closing date: 18 October 2001

The Academic Unit of General Practice is seeking a person to coordinate and administer the ACT Childhood Respiratory Symptoms Surveillance Project and other allocated research projects. This position requires a motivated person with excellent research, oral communication, organisational and computing skills using the Microsoft suite, especially Microsoft Access. Clinical experience with children and asthma is essential.  
 Eligibility/other requirements: Registered or eligible to be registered with the ACT Nurses Board.  
 Current drivers licence.

Note: This is a permanent part time position 16 hours per week with an additional 8 hours per week for the first 12 months only.  
 Contact Officer: Rachel Yates (02) 6252 4506  
 Selection documentation may be obtained from Kerrin Schmidt (02) 6252 4504  
 Apply: 21  
 CC: 148-9009-18270

**Disability Program**

Information Management/Quality Improvement Coordinator  
 Administrative Service Officer Class 6  
 Position number: 14054  
 Full time 36:45 hours per week.  
 \$44,590 - \$51,220 per annum  
 The Disability Program, Central Office is looking for a suitably experienced Information Management/Quality Improvement Coordinator. Duties will include coordinating and overseeing information management and information systems, facilitating quality improvement activities, preparation of reports, correspondence, coordinating and assisting in promotional activities.  
 To obtain the selection documentation please phone : (02) 6205 0971 (24 hour answering service)  
 Contact Officer: Sue Pedder phone: (02) 6205 0889  
 Applications close: 18 October 2001  
 Apply: 21  
 CC: 148-9009-16861

**CALVARY HEALTH CARE ACT**

**Nursing Services  
 Operating Rooms**

Registered Nurse Level 3 \$50,804 - \$55,335, Canberra (PN. 8796)  
 Closing date: 18/10/01  
 Duties: Under general direction of the surgeon, pre-operatively assess patients scheduled for surgery and uphold the patient's right to safety and well-being during surgery.  
 Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Board. Post Graduate Diploma: Peri-operative Surgical First Assistant.  
 Note: Part time, 56 hours per fortnight  
 TTY 6201 6127  
 Contact Officer: Helen Palmer (02) 6201 6186  
 Selection documentation may be obtained from Jan Smith (02) 6201 6160  
 Apply: 07  
 CC: 148-9094-17781



**EMPLOYMENT (Continued)****Nursing Services  
Nursing Administration**

Calvary Administrative Officer 3 \$32,855 - 35,458, Canberra (PN. 8795)  
Closing date: 18 October 2001  
Duties: Under direction, working as a member of the Nursing Administration team, maintain efficient staffing levels with regard to skill mix in consultation with the Nursing Co-ordinators and/or relevant managers.  
Eligibility/other requirements:  
Note: TTY 6201 6127  
Contact Officer: Sue Minter (02) 6201 6162  
Selection documentation may be obtained from Jan Smith (02) 6201 6160  
Apply: 07  
**CC: 148-9094-17781**

**CHIEF MINISTER'S DEPARTMENT****SENIOR INFORMATION TECHNOLOGY OFFICER  
GRADE C****Database & Systems Administration****Pn 14410****Permanent****Salary \$57,191 - \$61,666****Location: Callam Offices, Woden, Act****Applications Close: 18 October 2001****Applications to be forwarded to:**

Recruitment Officer

PO Box 158

Canberra City ACT 2601

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

The occupant of this position will lead and participate in an integrated team charged with the data base and systems administration of all servers that provide IT systems and services to ACT Government client agencies.

This position is responsible to the Manager, Central Server Facilities for the efficient and effective administration of servers located in the server farms and at remote sites.

Specifically the occupant will be responsible for ensuring the operating system, data base, network, security and backup and recovery software are installed and maintained to meet or exceed contracted requirements.

The occupant of this role will also be responsible for ensuring that problems reported by the clients are responded to and resolved to achieve client satisfaction.

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

Sue Murray (02) 6205 5499

**Contact Officer for Selection Documentation:**

Nicole Morris on (02) 6207 8922

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

**CC: 148-9043-17177****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/departm/department/departm.ent.htm> or may be requested using email to <mailto:wfpm.webmaster@decs.act.gov.au> or [jobs@act.gov.au](mailto:jobs@act.gov.au). Applications may also be sent via email to: [decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

**Education and Training Division  
Office of Training and Adult Education Branch  
Purchasing/New Apprenticeships & Innovations Section**

Administrative Service Officer Class 4  
\$37,499 - \$40,714, Canberra (PN.175 expected vacancy)

Closing date: 18 October 2001

Duties: This important position co-ordinates the development, administration and documentation of our electronic and hard copy records of contracts of training, co-ordinates staff use of our records and liaises with external clients. Excellent IT skills and the ability to produce and analyse complex statistics. Excellent client service, oral and written communication.

Contact Officer: Jan Darby (02) 6205 7035

Selection documentation may be obtained from the Contact Officer (02) 6205 7035

Apply: 12 or via email:

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

CC: 148-9013-16917

**Erindale College**

Administrative Service Officer Class 4  
\$37,499 - \$40,714, (PN. 7041)

Closing date: 18 October 2001

Duties: Assist young people aged 16-19 with the information and support required to make the transition to adulthood with access to education and life skills required.

Contact Officer: Michael Battenally (02) 6205 8103

Selection documentation may be obtained from Annette Hales (02) 6205 8111

Available: 29 October 2001 to 12 April 2002.

Apply: 12 or via email:

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

CC: 148-9013-16917

**CANBERRA INSTITUTE OF TECHNOLOGY****Faculty of Science & Technology  
Department of Automotive Metals & Logistics**

Teacher Band 1 \$36,310 - \$49,559, Canberra (PN.51438)

Closing date: 19 October 2001

Duties: Teach competencies relating to the Sheet Metal, Metal Fabrication and Welding disciplines

Eligibility/other requirements: Tertiary qualifications appropriate to the teaching of Sheet Metal, Metal Fabrication and Welding. Five years or more of industrial /professional experience.

**EMPLOYMENT (Continued)**

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

Contact Officer: Ross Skins (02) 6207 3808  
Selection documentation may be obtained from Marisa Pestic (02) 6207 4166  
Apply: Recruitment Clerk, Faculty of Science & Technology, GPO Box 826, CANBERRA ACT 2601  
CC: 148-9024-18551

**Faculty of Science & Technology**  
**Department of Automotive Metals & Logistics**  
Teacher Band 1 \$36,310 - \$49,559, Canberra (PN.51437)

Closing date: 19 October 2001  
Duties: Teach modules relating to Earth Moving Programs

Eligibility/other requirements: Appropriate Tertiary Qualifications/Licences/Work Cover Certificates. Five years or more of industrial/vocational/professional experience OR possess such other qualifications and or/experience

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

Contact Officer: Ross Skins (02) 6207 3808  
Selection documentation may be obtained from Marisa Pestic (02) 6207 4166  
Apply: Recruitment Clerk, Faculty of Science & Technology, GPO Box 826, CANBERRA ACT 2601  
CC: 148-9024-18551

**Faculty of Science & Technology**  
**Department of Automotive Metals & Logistics**  
Teacher Band 1 \$36,310 - \$49,559, Canberra (PN. 51954)

Closing date: 19 October 2001  
Duties: Teach modules relating to the Transport, Distribution & Warehousing disciplines

Eligibility/other requirements: Appropriate Tertiary Qualifications/Licences/Work Cover Certificates. Five years or more of industrial/vocational/professional experience OR possess such other qualifications and or/experience

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

Contact Officer: Ross Skins (02) 6207 3808  
Selection documentation may be obtained from Marisa Pestic (02) 6207 4166  
Apply: Recruitment Clerk, Faculty of Science & Technology, GPO Box 826, CANBERRA ACT 2601  
CC: 148-9024-18551

**Division of Corporate Services****Finance Unit****Statistics**

Administrative Service Officer Class 5  
\$42,031 - \$44,568, Canberra (PN. 55471)  
Closing date: 18 October 2001  
Duties: Under general direction assist with: the financial administration of several major externally funded programs, including the organization of tenders; the collection, analysis and dissemination of key statistical information on Institute activities, and complex investigations and reviews. The position also provides general administrative support as required.

Note: Sound experience in an area of educational support and development; and/or relevant tertiary qualifications – highly desirable.

Contact Officer: Peter Kowald (02) 6207 3397  
Selection documentation may be obtained from Susan Fenton (02) 6207 3405  
Or email [susan.fenton@act.gov.au](mailto:susan.fenton@act.gov.au)  
Apply: 11  
CC: 148-9024-16930

**Division of Corporate Services****Finance Unit**

Administrative Service Officer Class 5  
\$42,031 - \$44,568, Canberra (PN. 55519)  
Closing date: 18 October 2001  
Duties: Legal liaison with the ACT Government Solicitor's Office, administration of legal matters within CIT, provision of advice to CIT areas on contract preparation and administration. Documentation of CIT procedures.

Note: The position is for temporary employment or temporary transfer from as soon as possible for a period of two years  
Contact Officer: Peter Kowald (02) 6207 3397  
Selection documentation may be obtained from Susan Fenton (02) 6207 3405  
Or email [susan.fenton@act.gov.au](mailto:susan.fenton@act.gov.au)

Apply: 11  
CC: 148-9024-16930

**Division of Corporate Services****Facilities Unit**

General Service Officer Class 8 \$36,239 - \$38,368 Canberra (PN. 54637)  
Closing date: 18 October 2001  
Duties: Supervise and coordinate trades personnel and contractors engaged in the daily operation of the Campus. Assist senior staff with management of campus security, building and grounds maintenance. Perform the duties of Chief Fire Warden.

Eligibility/other requirements: Current Class 2 ACT Driver's Licence.  
Contact Officer: Ivan Radic (02) 6207 3521  
Selection documentation may be obtained from Carol Krawczyk (02) 6207 3344 or  
Email: [carol.krawczyk@act.gov.au](mailto:carol.krawczyk@act.gov.au)  
Apply: 11  
CC: 148-9024-16930

## EMPLOYMENT (Continued)

### DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

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

#### **ACT Corrective Services**

##### **Youth Justice Services**

##### **Casual Youth Worker**

Administrative Service Officer Class 2  
\$29,539 – \$32,755, Canberra (PN. Casual Positions)

Closing date: 11 October 2001

Duties: Applications are sought from highly motivated persons to apply for casual employment as Youth Workers with ACT Corrective Services at the Quamby Youth Detention Centre, Symonston, Canberra.

A Casual Relief Pool of suitable persons will be recruited to be available for casual work with the possible potential of future full-time employment.

The positions require persons to have:

- an understanding and experience in issues relating to adolescent development
- ability to work, motivate, support and effectively communicate with young people including those with special needs in a custodial environment
- a keen sense of responsibility and the ability to work well with others and demonstrate the capacity to be flexible to meet changing demands
- sound interpersonal skills
- current drivers licence
- current First Aid certificate

Applicants will be required to undergo the following:

- a police background check;
- pre-interview aptitude testing;
- a selection interview; and
- a medical examination; to demonstrate an appropriate level of health and fitness for safety and security purposes.

**Note: Successful applicants must undergo a training course of approximately**

**Five (5) weeks duration. Progression to the Casual Relief Pool will be dependent on successful completion of all components of training.**

Interested applicants are invited to attend an information session on Thursday 4<sup>th</sup> October at either 1pm or 6pm and Tuesday 9<sup>th</sup> October 2001 at 1pm. All sessions will be held in the Quamby Youth Detention Centre Transitional Unit, Mugga Lane, Symonston.

Contact Officer: Simon Bennett (02) 6207 6059  
Selection documentation may be obtained from Monique Mewburn (02) 6207 0987

Apply: 28

CC: 148-9012-16898

#### **ACT Corrective Services**

##### **Casual Custodial Officer**

**Approximately \$16 - \$19 per hour (hourly rate includes loading lieu of leave but excludes applicable shift penalties).**

Closing date: 11 October 2001

Duties: Applications are sought from highly motivated persons to apply for employment as Custodial Officers Grade 1 with ACT Corrective Services.

A pool of suitable persons will be recruited to be available for casual work within ACT Corrective Services at any one of the three adult custodial facilities within Canberra. The relief pool is also used as the basis for engaging custodial officers on longer-term temporary employment contracts, when positions become available.

The positions require persons to have sound interpersonal skills, a keen sense of responsibility, the ability to work well with others and the capacity to be flexible to meet changing demands. Applicants will be required to undergo the following:

- a police background check;
- pre interview aptitude testing;
- a selection interview; and
- a medical examination; to demonstrate an appropriate level of health and fitness for safety and security purposes.

**Note: Successful applicants must undergo a training course of approximately 8 weeks duration. After successful completion of the training course and further on the job training, casual custodial officers will receive the nationally recognised Certificate III in Correctional Practice. Payment during the course will be on the basis of a National Training Wage.**

Progression to the casual relief pool will be dependent on successful completion of all components of training.

Interested applicants are invited to attend an information session on Wednesday 3<sup>rd</sup> October at either 1pm or 6pm and Monday 8<sup>th</sup> October 2001 at 1pm, all sessions will be held in the training room, 2<sup>nd</sup> floor FAI House, corner London Circuit and Akuna Street, Canberra City. Contact Officer: Gordon Collins (02) 6207 2758  
Selection documentation may be obtained from 24 hour answering machine (02) 6207 0023

Apply: 28

CC: 148-9012-16898

#### **Office of the Community Advocate**

##### **Child and Young Persons Section**

Administrative Service Officer Class 4  
\$37,499 – \$40,714, Canberra (PN. 44059)  
Closing date: 18 October 2001

Duties: Assist the Community Advocate, Deputy Community Advocates and the Executive Officer of the Management Assessment Panel in providing a range of professional support tasks, including a combination of the following:  
Prepare written reports and correspondence;  
Provide accurate and timely responses to general enquires;  
Manage and coordinate flow of legal documents;

## EMPLOYMENT (Continued)

Liase as required with stakeholders, service providers and client groups; and  
 Conduct professional tasks under supervision.  
 Contact Officer: Ingrid Cevallos (02) 6207 0707  
 Selection documentation may be obtained from Sonia Aitchison (02) 6207 0707  
 Apply: 28  
 CC: 148-9012-16912

**DEPARTMENT OF URBAN SERVICES**

**City Management Group**  
**ACT NOWaste Branch**  
**Support Section**  
**Administrative Service Officer Class 5**  
**\$41,825 - \$44,349**  
**PN 48039**  
**Canberra**

**Closing Date:** 18-Oct-01

**Duties:**

Assist with the day to day accounting and financial activities of the Section, including preparation of the Statement of Performance and financial reporting. Undertake end of month procedures and monthly reconciliation of capital works expenditure, balance sheet accounts, salaries and asset register. Prepare and reconcile the Business Activity Statement (BAS) and coordinate HR functions, including recruitment, staff development and other personnel functions.

**Qualifications/other requirements:**

Qualifications in accounting, commerce or similar, or progress towards attaining such qualifications would be highly desirable.

**Contact Officer:** Lani Jaiyawong  
 (02) 6207 6788 or [lani.jaiyawong@act.gov.au](mailto:lani.jaiyawong@act.gov.au)

**Selection documentation:** Michelle Richer  
 (02) 6207 7636 or [michelle.richer@act.gov.au](mailto:michelle.richer@act.gov.au)

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

**Apply Code:** 34  
**CC:** 148-9019 17026

**Operations Group**  
**Information Planning and Services Branch**  
**Information Management Section**  
**Senior Officer Grade C**  
**\$57,191 - \$61,666**  
**PN 25073**  
**Canberra**

**Closing Date:** 18-Oct-01

**Duties**

Develop specifications, policies and guidelines for library asset management systems. Coordinate the selection and management of library information of library information systems and networks.

**Qualifications/other requirements:** Relevant tertiary qualifications in library and information management would be an advantage.

**Contact Officer:** David Clark (02) 6205 1567 or [david.clark@act.gov.au](mailto:david.clark@act.gov.au)

**Selection documentation:** Chris Sipeki  
 (02) 6207 5538 or [chris.sipeki@act.gov.au](mailto:chris.sipeki@act.gov.au)

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

**Apply Code:** 34  
**CC:** 148-9016 16920

**Operations Group**  
**Information Planning and Services Branch**  
**ACT Library and Information Services Section**  
**Professional Officer Class 1**  
**\$31,501 - \$44,191**  
**PN 46051 Expected Vacancy**  
**Canberra**

**Closing Date:** 18-Oct-01

The ACT Public Library is seeking a highly motivated person for the position of Professional Officer Class 1 to work within a customer service area.

**Duties Include:**

Under professional supervision provide services that reflect a commitment to quality library and information services; Provision of a reference and information service using hardcopy, electronic and external sources of information; and Training and educating of customers in the use of collections and electronic sources of information

**Skill/knowledge/personal qualities:**

To be considered for employment it is expected the applicant will have:

Sound communications and interpersonal skills;  
 Effective oral and written communication skills  
 The ability to work effectively as a member of a team; and  
 The ability to deliver customer quality service

**Eligibility/other requirements:** Mandatory qualifications apply.

Eligibility for professional membership of the Australian Library and Information Association, or recognised professional qualifications in library and information studies or a related discipline. Ability to undertake tasks of a physical nature requiring repetitive bending, lifting, pushing, arm and wrist movements, for example pushing trolleys and shelving library materials. The occupant of this position may be required to work at any site on an "as needs" basis and will be required to work weekend and evening shifts

**Contact Officer:** Annette Rennie (02) 6207 5701 or [annette.rennie@act.gov.au](mailto:annette.rennie@act.gov.au)

**Selection Documentation:** Judy Franklin  
 (02) 6205 9000 or [judy.franklin@act.gov.au](mailto:judy.franklin@act.gov.au)  
 Or from the recruitment home page:

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

**Apply Code:** 34  
**CC:** 148-9037 17018

**Operations Group**  
**Land and Property Branch**  
**Business Analysis Section**  
**Administrative Service Officer Class 5**  
**\$41,825 - \$44,349**  
**PN 13872**  
**Canberra**

**Closing Date:** 18-Oct-01

**Duties**

Under general direction, individually or as a member of a team, provide financial, economic and policy analysis on whole of government asset management, office accommodation and property management policies. Provide assistance in financial resource management and reporting requirements.

**EMPLOYMENT (Continued)**

**Eligibility/other requirements:** Tertiary qualifications in accounting or progress towards the same is highly desirable.  
**Contact Officer:** Brian Crofts (02) 6205 2894 or [brian.crofts@act.gov.au](mailto:brian.crofts@act.gov.au)

**Selection Documentation:** Helen Dockett (02) 6207 1698 or [helen.dockett@act.gov.au](mailto:helen.dockett@act.gov.au)  
 Or from the recruitment home page:  
<http://www.act.gov.au/urbanservices/recruit.html>

**Apply Code:** 34  
**CC:** 148-9015 20692

**DEPARTMENT OF TREASURY****Administrative Service Class 4, (PN: 55512)  
Finance Investment Group**

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

**Applications close on: 18 October 2001**

**Duties:** Provide secretarial and administrative support to the Director, Finance and Investment Group and branch staff. Prepare less complex correspondence and monitor cabinet submissions, ministerial and general correspondence.

**Contact Officer:** John Purcell (02) 6207 0269  
**Selection Documentation:** Carol Wall (02) 6207 0184 and is also available from

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

Please note that applications will not be acknowledged.

**Apply:** 35 or via email: [recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
**CC:** 148-9031-17630

**Senior Officer Grade C, (Several positions)  
Financial and Budgetary Management**

**Salary Range:** \$57,191 - \$69,901p.a

**Applications close on: 18 October 2001**

**Duties:** As an individual or as a manager of a team, contribute to and oversee the development of budget estimates and financial policies, and report on agency financial and service delivery. In a proactive manner identify and apply information from a range of sources, including benchmarking, in order to negotiate with agencies and provide advice to government on the purchase of services which represent the best value for money.

**Qualifications:** Tertiary qualifications in accounting, economics or other related disciplines are highly desirable.

**Note:** For specialist skills a higher salary may be negotiated under an Australian Workplace Agreement depending on skills and experience.

**Contact Officer:** Steve Finn (02) 6207 0254

**Selection Documentation:** Emma Holley (02) 6207 0310 and is also available from

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

Please note that applications will not be acknowledged.

**Apply:** 35 or via email: [recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
**CC:** 148-9042-17765

**Administrative Service Officer Class 6, (PN: 55085)****Commonwealth – State Finances Section**

**Salary Range:** \$45,171 - \$51,888p.a

**Applications close on: 18 October 2001**

A rare, excellent career opportunity to work in a central office on national issues has become available through an expected vacancy at the **ASO 6 level**. The position is located in the Commonwealth-State Finances Section of the Finance and Investment Group.

The Department of Treasury is responsible for the financial and economic management of the Australian Capital Territory.

The position offers an exciting opportunity to join a small dedicated high-profile professional team tasked with overseeing the day to day operations of the ACT Government's participation in managing Commonwealth-State financial arrangements.

The successful applicant will:

- work on national issues applied in a unique public sector context encompassing a combination of both State and Local Government functions akin to that of a City/State within a National Capital environment and Seat of Government;
- contribute to the decision making process at the highest level of Government;
- participate in intergovernmental forums and working parties involving some interstate travel;
- develop a network of contacts both locally and nationally;
- work on a wide variety of interesting tasks under the supervision of experienced senior officers;
- be located in the CBD in a pleasant modern office environment; and
- have a opportunity to enhance career prospects due to exposure at a national level.

For its part, the team requires an officer who:

- is innovative, dedicated, and professional in approach;
- has sound experience in the full range of writing skills required of the public sector;
- can demonstrate an ability to undertake research, statistical analysis and interpret funding arrangements; and
- has worked in a small team environment.

If you are interested or would like more information about the position or the Treasury itself, please contact **John Purcell (Manager) on (02) 6207 0269** who would be more than happy to answer your queries.

**Duties:****Job Profile: Under general supervision:**

1. Undertake research and provide advice on Commonwealth/State issues associated with the financing of the Australian Capital Territory; and
2. Assist in the investigation and review of issues arising from inquiries by the Commonwealth Grants Commission.

**EMPLOYMENT (Continued)**

Applications not addressing the Selection Criteria will not be considered.

Selection Documentation: Melinda Giles  
(02) 6207 0271 and is also available from  
<http://www.act.gov.au/recruitment/tiindex.asp>

Please note that applications will not be acknowledged.

**Apply:** 35 or via email: [recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
**CC:** 148-9031-17630

**ACT GAMBLING AND RACING COMMISSION****Administrative Service Class 4, (Several Positions)****Casino and Gaming Operations**

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

**Applications close on: 18 October 2001**

**Duties:** As an Authorised Officer within the Commission: Assist with the input and under limited direction undertake the assessment of gambling operators' returns and reconcile gaming activity tax payments. Under direction, monitor gambling operators' compliance with relevant legislation.

Contact Officer: James Mullan (02) 6207 2079.

Selection Documentation: Vivienne Lauder  
(02) 6207 0359

Note: These positions may be filled based on applications and reference only.

Please note that applications will not be acknowledged.

**Apply:** 06 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
**CC:** 148-9085-17763

**CULTURAL FACILITIES CORPORATION****Director, Canberra Museum and Gallery and Nolan Gallery**

Senior Professional Officer Grade B, \$68,223 - \$76,802, Canberra (PN. 005)

Closing date: 18 October 2001

**Duties:** Manage the operation and activities of the Canberra Museum and Gallery and the Nolan Gallery and report as required to the Chief Executive Officer and the Board of the Cultural Facilities Corporation. Provide executive direction to the development and implementation of exhibitions, programs, collection activities and policies within the Canberra Museum and Gallery and Nolan Gallery that reflect and support the CFC charter and goals. Liaise widely with community, government agencies, visual arts and social history interest groups and cultural institutions, in developing the portfolio's policies and programs. In consultation with the Chief Executive Officer and Finance Manager, develop and manage the operational budget, based on agreed programs and priorities and financial parameters.

Eligibility/other requirements: Degree in Fine Arts or Degree in Social History (associated with working experience in the visual arts) or equivalent.

Contact Officer: Sammy Gaskill (02) 6207 2181  
Selection documentation may be obtained from Jody Newett (02) 6205 0340

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

**Canberra Ticketing  
Canberra Theatre Centre**

Manager, Administrative Service Officer Class 6, \$45,604 - \$52,385, Canberra (PN.012)  
Closing date: 18 October 2001

**Duties:** Oversight and manage the Canberra Ticketing Business Unit of the Canberra Theatre Centre ensuring maximum efficiency and effectiveness in the delivery of service to customers, external stakeholders and other Business Units within the Canberra Theatre Centre. Plan and oversight the development and implementation of the technology necessary to support the ticketing function internally and to external clients. Represent Canberra Ticketing at internal management forums and to external clients as required.

Eligibility/other requirements: Knowledge and experience of the ticketing industry, particularly as it relates to the performing arts industry and knowledge and experience in Human Resource Management are essential.

Note: Interviews are to be conducted the week beginning 22 October 2001.

Contact Officer: David Whitney (02) 6243 5705  
Selection documentation may be obtained from Irena LeLievre (02) 6243 5701

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

**Canberra Ticketing  
Canberra Theatre Centre**

Assistant Manager, Administrative Service Officer Class 5, \$42,226 - \$44,774, Canberra (PN. 013)

Closing date: 18 October 2001

**Duties:** Manage the day-to-day operations of the Canberra Ticketing function, including but not limited to the selection, rostering, motivation and management of staff; assisting with the development of the procedures, processes and policies that govern the activities of the function; ensuring the efficient and effective implementation of policy and procedure.

Ensure the appropriate technology that supports the ticketing function is maintained at an operational level to deliver effective outcomes for the function, including the implementation of enhancements as required.

Eligibility/other requirements: Knowledge of the ticketing industry and knowledge and understanding of best practice Human Resource Management policies and practices.

Note: Interviews are to be conducted the week beginning 22 October 2001

Contact Officer: David Whitney, (02) 6243 5705  
Selection documentation may be obtained from Irena LeLievre (02) 6243 5701

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

**Marketing Section  
Canberra Theatre Centre**

Audience Development Officer, Administrative Service Officer Class 4, \$37,858 - \$41,105, Canberra (PN. 55254)

**EMPLOYMENT (Continued)**

Closing Date: 18 October 2001  
 Duties: Design and implement audience development strategies for targeted audiences as identified in the corporate and business plan including, however not limited to U27, Club Theatrics, Arts for Multicultural Australia and other groups currently under-represented in the centre audience profile. Maintain databases and devise innovative strategies that may include direct mail campaigns to target new and existing audiences. Liaise and develop effective relationships with the Canberra arts community, community groups, business communities including tourism to expand the Canberra Theatre Centre audience base. Directly supervise the Group Sales/Marketing Assistant to implement the group sales strategy to reach projected sales targets. Establish goals and produce appropriate reports to service existing audience development sponsorship initiatives.  
 Eligibility/other requirements: a Degree or equivalent relevant qualification in marketing is desirable. Current ACT Driver's Licence.  
 Note: This is a temporary vacancy for 12 months. Interviews are to be conducted the week beginning 22 October 2001.  
 Contact Officer: Emma Dykes, (02) 6243 5706  
 Selection documentation may be obtained from Maureen Cook (02) 6243 5711  
 Apply: The Recruitment Officer, Cultural Facilities Corporation, PO Box 226, Civic Square, ACT, 2608  
 CC: 148-9008-16850

**Appointments****ACT COMMUNITY CARE****Disability Support Officer Level 1 \$27,794 - \$28,907**

Bernadette Hackett: 741-04136, Section 68(1), 18 September 2001  
 CC: 148-9009-16861

**Disability Support Officer Level 1 \$27,794 - \$28,907**

Ellayne Moroney: 741-05120, Section 68(1), 13 September 2001  
 CC: 148-9009-16861

**Professional Officer Class 2 \$44,111 - \$49,298**

Hilary Goddard: 740-99437, Section 68(1), 19 September 2001  
 CC: 148-9009-16852

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

Cassandra Tinning: 741-04910, Section 68(1), 19 September 2001  
 CC: 148-9009-16857

**Administrative Service Officer Class 2****\$28,845 - \$31,986**

Renee Miller: 741-04945, Section 68(1), 21 September 2001  
 CC: 148-9009-16857

**CHIEF MINISTER'S DEPARTMENT**

Senior Officer Grade A,  
 Susanna Kiemann, AGS No: 757-49729  
 Section 68  
 24 September 2001

The InTACT Group Chief Minister's Department  
**CC: 148-9043-17177**

Senior Officer Grade A  
 David Turner, AGS No: 769-10019  
 Section 68  
 24 September 2001  
 The InTACT Group Chief Minister's Department  
**CC: 148-9043-17177**

Senior Officer Grade B  
 Robert Donnelly, AGS No: 739-7005  
 Section 115  
 24 September 2001  
 Canberra Connect, Chief Minister's Department  
**CC: 148-9031-19558**

**DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES****Building Service Officer Class 1 \$26,313 - \$27,344**

Raymond Lloyd Ceely: 745-74365, Section 68(1), 18 September 2001  
 CC: 148-9013-16917

**Administrative Service Officer Class 2 \$29,539 - \$32,755**

Wafe El Shaik: 766-17787, Section 68(1), 21 September 2001  
 CC: 148-9013-16917

**School Assistant 2 \$25,118 - \$27,854**

Dagmar Birgit Ute Landen: 747-75212, Section 68(1), 21 September 2001  
 CC: 148-9013-16917

**Professional Officer Class 2 \$45,171- \$51,888**

Gregory Alan Chalker: 772-16299, Section 68(1), 21 September 2001  
 CC: 148-9013-16917

**Senior Officer Grade C \$57,192 - \$61,666**

David John Peel: 772-15966, Section 68(1), 24 September 2001  
 CC: 148-9013-16917

**CANBERRA INSTITUTE OF TECHNOLOGY****Administrative Service Officer Class 2 \$29,684 - \$32,917**

Irma Molina: 744-93565, Section 68(1), 23 August 2001  
 CC: 148-9024-18551

**Administrative Service Office Class 2 \$29,684 - \$32,917**

Mark Bryant: 760-80780, Section 68(1), 23 August 2001  
 CC: 148-9024-18551

**DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY****Administrative Service Officer Class 2 \$29,539 - \$32,755**

Beverley Veness: 765-86423, Section 68/70, 14/9/01  
 CC: 148-9012-16939

**EMPLOYMENT (Continued)****Administrative Service Officer Class 2****\$29,539 – \$32,755**John Heineback: 747-86528, Section 68/70,  
14/9/01  
CC: 148-9012-16939**Administrative Service Officer Class 3****\$33,644 – \$36,310**Ahmed Bahgat: 747-87635, Section 68/70,  
19/9/01  
CC: 148-9012-16898**EMERGENCY SERVICES BUREAU****Recruit Firefighter \$36,844**Katherine Bonn: 754-05002, Sub-section 20(1),  
20 September 2001  
CC: 148-9007-16846**Recruit Firefighter \$36,844**Kaye Bradtke: 754-05010, Sub-section 20(1), 20  
September 2001  
CC: 148-9007-16846**Recruit Firefighter \$36,844**Patrick Brennan: 754-05029, Sub-section 20(1),  
20 September 2001  
CC: 148-9007-16846**Recruit Firefighter \$36,844**Jason Burnham: 754-05037, Sub-section 20(1),  
20 September 2001  
CC: 148-9007-16846**Recruit Firefighter \$36,844**Jeremy Cooper: 754-05045, Sub-section 20(1),  
20 September 2001  
CC: 148-9007-16846**Recruit Firefighter \$36,844**Andrew Johnson: 754-05053, Sub-section 20(1),  
20 September 2001  
CC: 148-9007-16846**Recruit Firefighter \$36,844**Stephen McDonald: 754-05061, Sub-section  
20(1), 20 September 2001  
CC: 148-9007-16846**Recruit Firefighter \$36,844**Ronald Miller: 754-05088, Sub-section 20(1), 20  
September 2001  
CC: 148-9007-16846**Recruit Firefighter \$36,844**Richard Moore: 754-754-05168, Sub-section  
20(1), 20 September 2001  
CC: 148-9007-16846**Recruit Firefighter \$36,844**Terry O'Kane: 754-05096, Sub-section 20(1), 20  
September 2001  
CC: 148-9007-16846**Recruit Firefighter \$36,844**Chad Porter: 754-05109, Sub-section 20(1), 20  
September 2001  
CC: 148-9007-16846**Recruit Firefighter \$36,844**David Slater: 754-05117, Sub-section 20(1), 20  
September 2001  
CC: 148-9007-16846**Recruit Firefighter \$36,844**Sean Toohey: 754-05125, Sub-section 20(1), 20  
September 2001  
CC: 148-9007-16846**Recruit Firefighter \$36,844**Scott Weston: 754-05133, Sub-section 20(1), 20  
September 2001  
CC: 148-9007-16846**Recruit Firefighter \$36,844**Rosemary Windhaus: 754-05141, Sub-section  
20(1), 20 September 2001  
CC: 148-9007-16846**DEPARTMENT OF URBAN SERVICES****Corporate Group**

Senior Officer Grade C

\$57,191 - \$61,666

Patrick McGinlay AGS Number 736 71059.

**Section** 115 20-Sep-01**CC:** 148-9017 16954**City Management Group**

Senior Professional Officer Grade C

\$57,191 - \$61,666

Neal Smith AGS Number 260 18305.

**Section** 68(1) 24-Sep-01**CC:** 148-9019 17040**DEPARTMENT OF TREASURY****Appointments**

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

Angelina Bee Yong Rocha, AGS No: 735-15689

Section 68

16 September 2001

Rates and Land Tax, Revenue management

Branch, ACT Department of Treasury

**CULTURAL FACILITIES CORPORATION****Professional Officer Class 1, \$34,994 - \$44,774**

Megan Nicolson: AGS Number 767-18254,

Section 68 and 70(1), 25 September 2001

CC: 148-9008-16850

**Administrative Service Officer Class 2,****\$29,822 - \$33,069**

Maureen Cook: AGS Number 771-58885,

Section 68 and 70(1), 24 September 2001

CC: 148-9008-16850

**Administrative Service Officer Class 3,****\$33,967 - \$36,658**

Irena LeLievre: AGS Number 771-58877,

Section 68 and 70(1), 24 September 2001

CC: 148-9008-16850

**Administrative Service Officer Class 2,****\$29,822 - \$33,069**

Naomi Greschke: AGS Number 735-15670,

Section 68 and 70(1), 25 September 2001

CC: 148-9008-16850

**Administrative Service Officer Class 3,****\$33,967 - \$36,658**

Joanna Pinkas: AGS Number 757-47512,

Section 68 and 70(1), 25 September 2001

**CC: 148-9008-16850**



## EMPLOYMENT (Continued)

### ACT COMMUNITY CARE

Priya Prowse: 749-91101  
 From: Administrative Service Officer Class 4  
 \$37,499 - \$40,714  
 Dept of Justice and Community Safety  
 To: Administrative Service Officer Class 4  
 \$37,016 - \$40,191  
 Corporate and Business Development, ACT  
 Community Care, Canberra (PN. 20995)  
 (2 August 2001)  
 CC: 148-9009-18270

Helen Hopper: 745-74445  
 From: Professional Officer Class 2 \$45,172 -  
 \$51,888  
 Dept of Education and Community Services  
 To: Professional Officer Class 2 \$44,590 -  
 \$49,833  
 Disability Program, ACT Community Care,  
 Canberra (PN. 14057) (19 July 2001)  
 CC: 148-9009-16861

John Wiggins: 716-03183  
 From: Professional Officer Class 2 \$45,172 -  
 \$51,888  
 Dept of Education and Community Services  
 To: Professional Officer Class 2 \$44,590 -  
 \$49,833  
 Disability Program, ACT Community Care,  
 Canberra (PN.27022) (19 July 2001)  
 CC: 148-9009-16861

Carmel Birch: 260-68353  
 From: Enrolled Nurse \$30,179 - \$32,388  
 The Canberra Hospital  
 To: Enrolled Nurse \$30,268 - \$32,485  
 Integrated Health Care Program, ACT  
 Community Care, Canberra (PN 28269) (9  
 August 2001)  
 CC: 148-9009-17798

Donna Watt: 608-08052  
 From: Enrolled Nurse \$31,810 - \$34,138  
 Calvary Hospital  
 To: Enrolled Nurse \$30,268 - \$32,485  
 Integrated Health Care Program, ACT  
 Community Care, Canberra (PN 28269) (9  
 August 2001)  
 CC: 148-9009-17798

Zaieka Annon: 715-62836  
 From: Professional Officer Class 2 \$44,590 -  
 \$49,833  
 Disability Program  
 To: Professional Officer Class 2 \$44,111 -  
 \$49,298  
 Community Rehabilitation Program, ACT  
 Community Care, Canberra (PN. 29126) (21 June  
 2001)  
 CC: 148-9009-16861

### DEPARTMENT OF URBAN SERVICES

**Management Group  
 Canberra Urban Parks and Places  
 Asset Maintenance and Use  
 Michael Cameron AGS Number 548 36938**  
**From:** ASO 6 \$44,728 - \$51,379.  
**ACTION**  
**To:** Administrative Service Officer Class 6  
 \$45,172-\$51,888.  
 Position Number 23510  
**CC:** 148-9019 17278

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## Promotions

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### 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.

## EMPLOYMENT (Continued)

### 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 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

## EMPLOYMENT (Continued)

*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 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

## EMPLOYMENT (Continued)

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.

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

### B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

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

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

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

An applicant must provide the following details:

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

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

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

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

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

## EMPLOYMENT (Continued)

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

### WHERE TO LODGE AN APPLICATION FOR REVIEW

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

### DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

#### Health Strategy and Acute Services Health Information and Business Systems Ian Murray Bull: 230-83641

From: Senior Professional Officer Grade C,  
\$55,684-60,040  
The Canberra Hospital  
To: †Senior Information Technology Officer  
Grade B, \$67,576-76,073  
Health Information and Business Systems,  
Department of Health, Housing and Community  
Care, Canberra (PN: 24802), (Gazette No. 36, 6  
September 2001)  
CC: 148-9011-16888

#### Health Strategy and Acute Services

#### Health Policy and Reform

#### Joan Christine Scott: 258-01795

From: Senior Officer Grade C, \$57,191-61,666  
Department of Health Housing and Community  
Care  
To: †Senior Officer Grade B, \$67,576-76,073  
Health Policy and Reform, Department of Health,  
Housing and Community Care, Canberra (PN:  
24802), (Gazette No. 32, 9 August 2001)  
CC: 148-9011-16888

### THE CANBERRA HOSPITAL

#### Corporate Services Staff Development Unit

#### Catherine Elizabeth McNally: 260-99627

From: Registered Nurse Level 2 \$43,711-46,474  
The Canberra Hospital  
To: Registered Nurse Level 3 \$48,200-51,307  
Staff Development Unit The Canberra Hospital,  
Canberra (PN. 26326) (19/07/01)  
CC: 1521

### CALVARY HEALTH CARE ACT

#### Nursing Services

#### Emergency and Ambulatory Care

#### Janet Watts: 261-29240

From: Registered Nurse Level 3 \$48,200 -  
51,307  
The Canberra Hospital  
To: Registered Nurse Level 3.5 \$59,902 -  
59,902  
Emergency and Ambulatory Care, Canberra  
(PN. 8669) (6 8 February 2001)  
CC: 148-9094-17781

### ACTION

#### Operations

#### North Business Unit

#### Michael J Scott: 707-71679

From: General Service Officer Level 6  
Dept. Urban Services – ACTION  
To: Transport Officer Grade 2  
North Business Unit DUS - ACTION, Canberra  
(PN. A20102) (Gazette No.31, 2 August 2001)  
CC: 148-9027-17791

### DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

#### Sport and Corporate Resources Division Budget and Facilities Branch

#### Financial Services Section

#### Sushila Sharma: 738-46242

From: Senior Professional Officer Grade C  
\$57,192 - \$61,666  
Department of Education and Community  
Services  
To: † Senior Professional Officer Grade B  
\$67,576 - \$76,073  
Financial Services Section, Department of  
Education and Community Services, Canberra  
(PN. 625) (No. 32, 9 August 2001)  
CC: 148-9013-16917

#### Gold Creek School

#### Dorothy Rixon: 333-55297

From: Administrative Service Officer Class 5  
\$41,825 - \$44,349  
Department of Education and Community  
Services  
To: Administrative Service Officer Class 6  
\$45,171 - \$51,888  
Gold Creek School, Department of Education  
and Community Services, Canberra (PN. 33679)  
(No.21, 24 May 2001)  
CC: 148-9013-16917

### 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 Supreme Court

#### Annie Glover: 716-00839

From: Legal 1 \$34,662 – \$71,069  
Department of Justice and Community Safety  
To: Legal 2 \$77,214 – \$80,387  
ACT Supreme Court, Canberra (PN. 2114) (No 32  
9/8/01)  
CC: 148-9012-16915

### ACT WORKCOVER

#### Workers' Compensation Section

#### Valerie Forsyth AGS Number 757 50834

From Administrative Service Officer Class 2  
\$29,539-\$32,755  
To: Administrative Service Officer Class 5  
\$41,825-\$44,349  
PN 3850 Gazette 16-Aug-01

## EMPLOYMENT (Continued)

**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 7<sup>th</sup> day after notification in the Gazette.  
**CC:** 148-9020 17088

**Sue Proudman AGS Number 333 10312**  
**From** APS 1/2  
 \$27,213-\$33,319  
 Department of the Senate  
**To:** Administrative Service Officer Class 5  
 \$41,825-\$44,349  
**PN** 17791; Gazette 16-Aug-01

**Note:** This position was advertised as several. This promotion is made as an appointment under Section 115 of the Public Sector Management Act 1994 and is a deemed promotion. All eligible officers may appeal against this decision in accordance with the provision of the Public Sector Management Act 1994. 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 7<sup>th</sup> day after notification in the Gazette.  
**CC:** 148-9020 17088

### DEPARTMENT OF URBAN SERVICES

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

**City Management Group**  
**Roads ACT Branch**  
**Asset Use Section**  
**Darren Gerrard AGS Number 735 65635**

**From** Technical Officer Level 2  
 \$33,172 - \$38,180  
**To:** Technical Officer Level 4  
 \$45,172 - \$50,482

**PN** 23592; 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 7<sup>th</sup> day after notification in the Gazette.  
**CC:** 148-9019 17040

### DIRECTOR OF PUBLIC PROSECUTIONS

**Kelly Littlejohn : 765-87055**  
**From:** ASO 3 \$33,644 - \$36,310  
 ACT Government Solicitors  
**To:** Paralegal level 1 (upper) \$34,519 - 37,499  
 ACT Director of Public Prosecutions, Canberra (PN. 4169) (No. 27, 5/7/2001)

### DEPARTMENT OF TREASURY

**H. T Nguyen AGS No: 517-44165**  
**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: 4769)  
 Taxation Services, Revenue Management, ACT  
 Department of Treasury  
 23 August 2001  
**CC:** 148-9042-17176

### ACT LEGISLATIVE ASSEMBLY

**Chamber Support and Education**  
**Margaret Anne Jones: 026-90084**  
**From:** Teacher level 2  
 Department of Education and Community  
 Services  
**To:** Senior Officer Grade C \$57285 to \$61767  
 Chamber Support and Education ACT  
 Legislative Assembly Secretariat, Canberra  
 (PN. CHED204) (Gazette No.437, 21/08/2001)

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## Retirements and dismissals

### DEPARTMENT OF URBAN SERVICES

Operations Group  
**Mary Elizabeth Teague**  
 Senior Officer Grade B  
 Section 143 of the *Public Sector Management Act*  
 19 September 2001  
**CC:** 148-9037 17018

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## 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 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

**EMPLOYMENT (Continued)**

- 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

# GOVERNMENT NOTICES



## 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 G E Shaw & Associates Pty Ltd, Section 39 of the *Act* applies to the Domayne Development at Block 2, Section 28 Fyshwick ACT.

**Jocelyn Plovits**  
Commissioner

Date: 28 September 2001





