



Australian Capital Territory

Gazette

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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Notices for Publications

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

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

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

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

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EMPLOYMENT

ACT Public Service

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 Division Population Health Policy and Purchasing Senior Officer Grade B \$67,576 - \$76,073, Canberra (PN. 23793)

Closing date: 8 November 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. Provide advice on legislative issues affecting public health. 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.

Note: This is a readvertisement due to changes in selection documentation.

Contact Officer: Michael Sparks, (02) 6205 1107
Selection documentation may be obtained from Cathie McIntosh (02) 6205 1710

Apply: 20
CC: 148-9011-16889

ACT COMMUNITY CARE

Community Rehabilitation Program Physiotherapists

Suitably qualified Physiotherapists are required to join our physiotherapy team of nine, who are integral members of the multi-disciplinary teams providing Rehabilitation services for both inpatients and community clients in the ACT. Strong professional links exist with other Physiotherapists throughout the ACT. These positions involve the provision of physiotherapy services and the supervision of professional and technical staff, and are required to provide a high level of leadership and innovation around the provision of Physiotherapy services.

EMPLOYMENT (continued)

Professional Officer Class 2

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

Salary packaging with FBT exemption under PBI conditions is available

Full-time Inpatients, Position No: 20390

Full-time Community Team, Position No: 25528

Professional Officer Class 2

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

Salary packaging with FBT exemption under PBI conditions may be available

12 month temporary contract, 0.5FTE,

Community Team, Position No: 25529.

Eligibility for all positions: Degree or Diploma in Physiotherapy, registered or eligible for registration in the ACT, a minimum of two years clinical experience, with specialised knowledge and experience in the management of rehabilitation clients. Drivers Licence essential.

For further information please call:

Jill Freeman, Senior Physiotherapist on

(02) 6244 2222, page 50205,

Linda Kohlhagen, Multi-disciplinary team

Leader, Inpatients on (02) 6244 4159 or

Gerda Caunt, Multi-disciplinary team Leader,

Community Team on (02) 6205 1496.

Selection documentation can be obtained from

Kristy Fattore (02) 6244 2855.

Applications Close: 8 November 2001

Apply: 21

CC: 148-9009-18269

Alcohol and Drug Program

Diversion Programs

Administrative Service Officer Class 3

\$32,855 - \$35,458 pa

Salary packaging with FBT exemption under PBI conditions is available.

Position Number: 20237

The Alcohol & Drug Program is seeking applications from suitably skilled and experienced individuals to fill this newly created position. The successful applicant will be engaged in providing administrative support to the team of professionals in the Diversion and Corrections Health Service. The role entails an extensive liaison component and it is therefore essential that applicants have excellent communication and interpersonal skills.

Note: Temporary Position available for a period of two years.

Contact Officer: Glenda McCarthy

(02) 6205 2224

Selection Documentation: Katrina Gerholt

(02) 6205 2121

Applications close: 8 November 2001

Apply: 21

CC: 148-9009-16852

Community Rehabilitation Program

Rehabilitation Independent Living Unit (RILU)

Registered Nurses Level 1 and Enrolled Nurses

Casual Employment

Are you interested in working in a happy environment, as a member of an innovative multi-disciplinary team?

RILU provides a home-like setting, for 13 rehabilitation patients, in a non-acute setting.

RILU is located away from the main TCH campus.

Suitably qualified Registered Nurses Level 1 and Enrolled Nurses are required now to fill casual vacancies for a variety of shifts.

Eligibility: RN- current ACT Nurses Board registration, EN- current certification.

For further information please contact Denise Mockler (CNC) at RILU (02) 6244 4144 or

Linda Kohlhagen, Multi-disciplinary team Leader, Inpatients (02) 6244 4159.

Selection documentation can be obtained from

Kristy Fattore (02) 6244 2855

Applications Close: 8 November 2001

Apply: 21

CC: 148-9009-18269

Integrated Health Care Program

Regional Teams and Link Team

Registered Nurses and Enrolled Nurses

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

Registered Nurse Level 1 \$32,761 - \$42,458 pa

Enrolled Nurse \$30,268 - \$32,484 pa

(Salary packaging with FBT exemption under PBI conditions is available to permanent staff)

Several permanent, temporary and casual positions.

The Integrated Health Care Program is seeking expressions of interest from highly motivated and enthusiastic nurses with relevant, recent skills to join our multidisciplinary teams in providing a high level of care to clients within a community setting.

Regional nursing teams provide home based and clinic based care for clients with acute/post acute and chronic conditions. Positions include part-time, full-time and casual with day or evening shifts available.

The Link Team is a multi-disciplinary team that provides a comprehensive discharge planning service to The Canberra and Calvary hospitals to facilitate the smooth transition of clients from the hospital to the community. Additionally it provides support and services to clients with post discharge needs and after hour's services to existing clients of ACT Community Care. This position is permanent full-time Monday to Friday day shift.

Eligibility: Registered or eligible to be registered with the ACT Nurses Board.

Link Team Nurses need a minimum of five years post registration experience.

A current drivers licence is essential.

Note: Relief positions are available for days, evenings and nights on a seven day a week rotational roster.

For further information please contact:

Maree Sullivan (Regional Teams) on

(02) 6205 1443

Mark Gaukroger (Link Team) on (02) 6205 2850

Selection documentation: Justine Spina on

(02) 6205 1190

Applications close: 8 November 2001

Apply: 21

CC: 148-9009-17798

EMPLOYMENT (continued)

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Information for applicants including duty statements, selection criteria are accessible on the Internet at the following address:

<http://www.decs.act.gov.au/department/departm ent.htm> or may be requested using email to decs.jobs@act.gov.au. Applications may also be sent via email to: decs.employment@act.gov.au

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

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

Kaleen Primary School

Teacher Level 2 \$58,500, Canberra (PN. 2204)
Closing date: 8 November 2001

Duties: Operate in a devolved decision making process of administration and management. Provide leadership in outcomes-based curriculum development, gifted and talented education and school-wide projects.

Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

Contact Officer: Grace Dunlop (02) 6205 5888
Selection documentation may be obtained from the Contact Officer (02) 6205 5888
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Hawker College

Teacher Level 2 \$58,500, Canberra (PN. 32706)
Closing date: 8 November 2001

Duties: Provide leadership and management of the Business, Information Technology and Social Science Faculty. Develop and implement ICT into all areas of teaching and learning across the college.

Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

Contact Officer: Terry O'Keefe (02) 6205 7744
Selection documentation may be obtained from the Contact Officer (02) 6205 7744
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Calwell High School

Teacher Level 2 \$58,500, Canberra (PN. 2685)
Closing date: 8 November 2001

Duties: Administer ICT across the school and oversee the Mathematics Department.

Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

Contact Officer: Anne Dash (02) 6205 6833
Selection documentation may be obtained from the Contact Officer (02) 6205 6833
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Melba High School

Teacher Level 2 \$58,500, Canberra (PN. 32638)
Closing date: 8 November 2001

Duties: Strategic planning, and ongoing coordination and supervision of curriculum and administrative ICT in the school. Faculty leadership in ICT/Technology/Media.

Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

Contact Officer: Chris Pratt (02) 6205 6711
Selection documentation may be obtained from the Contact Officer (02) 6205 6711
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Education and Training Division Quality Management and Review Branch Strategic Planning Section

Administrative Service Officer Class 6
\$45,171 - \$51,888, Canberra (PN. 11383)
Closing date: 8 November 2001

Duties: The ASO6 Project Officer position will work as part of a team on strategic planning, policy development and reporting functions of the Education & Training Division. The work involves: preparation and analysis of statistical data for such purposes as the Productivity Commission, Grants Commission, National Report on Schooling; assistance in the coordination of the Department's Purchase Agreement and reporting; promoting cohesion of information and its use across the Division; and policy work.

Contact Officer: Joan Gilmore (02) 6205 5476
Selection documentation may be obtained from the Contact Officer (02) 6205 5476
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Weetangera Primary School

Administrative Service Officer Class 4
\$37,499 - \$40,714, Canberra (PN. 612)
Closing date: 8 November 2001

Duties: Manage all of the school's administrative and financial systems. Assist the preparation of budgets; prepare estimates, financial returns and conduct regular expenditure reviews against approved allocations and prepare statements/returns to show trends.

Contact Officer: Margaret Clough (02) 6205 7488
Selection documentation may be obtained from Cherie Tynan (02) 6205 7488
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

EMPLOYMENT (continued)

The Canberra College Woden Campus

Building Services Officer 2 \$27,754 - \$29,027,
Canberra (PN.1504)
Closing date: 8 November 2001
Duties: Supervise and monitor the school's
maintenance programs, contractors, cleaning
and security, and maintain records in relation to
requests and services. Maintain the school,
including grounds, in a clean and tidy condition,
with particular regard for safety and security
hazards and where necessary organise
emergency repairs.
Note: The Caretaker/Janitor will be required to
live on site.
Contact Officer: Roseanne Campion
(02) 6205 6767
Selection documentation may be obtained from
the Contact Officer (02) 6205 6767
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

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

CANBERRA INSTITUTE OF TECHNOLOGY

Education Delivery Program Faculty of Communication and Community Services

Faculty Management Unit
Deputy Dean, Teacher Band III, \$77,145,
Canberra (PN. 51891)
Closing date: 8 November 2001
Duties: Provide educational and administrative
leadership within the Faculty. Manage Faculty
resources in the context of organisation goals.
Implement and promote quality systems.
Represent the Faculty in complex forums.
Eligibility/other requirements:
MANDATORY: Appropriate
academic qualifications in
Education and other qualifications
relevant to the position.
Note: This position is available for temporary
transfer or temporary employment negotiable up
to 5 years.
Contact Officer: Kaye O'Hara (02) 6207 4963
Selection documentation may be obtained from
Gaye Kennedy (02) 6207 4884
Apply: 37
CC: 148-9024-17271

Division of Learning Services Student Services Yurauna Centre

Senior Officer Grade C \$57,473 - \$61,970,
Canberra (PN. 55077)
Closing date: 8 November 2001
Duties: CIT is seeking an Indigenous Australian
manager for the Yurauna Centre. The person
must have proven communication skills with
students, staff at all levels, Indigenous
Australian agencies and skills in managing
resources and Indigenous Australian plans and
strategies. An understanding of the issues
facing Indigenous Australian students in
Australian society and in tertiary education is
essential.

Eligibility/other requirements: Tertiary education
qualifications relevant to the position highly
desirable. Educational experience preferably in
a TAFE environment highly desirable.
Note: This is an Indigenous Australian identified
position. This position is for temporary
employment or temporary transfer for 5 years.
Contact Officer: Vaughan Croucher
(02) 6207 3121
Selection documentation may be obtained from
Lynn Bell-Towers (02) 6207 3330 or e-mail
lynn.bell-towers@act.gov.au
Apply: 11
CC: 148-9024-18549

Education Delivery Program Faculty of Communication and Community Services

Faculty Management Unit
Administrative Service Officer 3
\$33,810 - \$36,489 Canberra (PN. 55034)
Closing date: 8 November 2001
Duties: Provide comprehensive executive and
administrative support to the Dean and Deputy
Dean of Faculty. Arrange and service meetings
and conferences, attend to enquiries, arrange,
record and regulate appointments and undertake
advanced word processing/desktop publishing
tasks as required.
Eligibility/Other Requirements: Excellent
communication skills and advanced word
processing/desktop publishing skills are
desirable.
Contact Officer: Patricia Cook- (02) 6207 4923
Selection documentation may be obtained from
Kathy Simunic (02) 6207 4960
Apply: 37
CC: 148-9024-17271

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

Ministerial & Corporate Services Human Services Unit Manager

Senior Officer Grade B \$67,576 - \$76,073,
Canberra (PN. 11102)
Closing date: 8 November 2001
Duties: The successful applicant will be
responsible for the direction and coordination of
the Human Services Unit. Have a demonstrated
ability and experience in the formulation and
implementation of human resource management
and workplace relation policies. Have proven
management capacity and highly developed
communication skills.
Contact Officer: Brian Lenihan (02) 6207 0574
Selection documentation may be obtained from
Julie Mitchell (02) 6205 0542
Apply: 28
CC: 148-9012-16911

EMPLOYMENT (continued)

ACT Government Solicitor's Office

Civil Litigation

Debt Recovery Clerk

Administrative Service Officer Class 4
\$37,499 – \$40,714, Canberra (PN. 44004)
Closing date: 8 November 2001
Duties: The successful applicant will manage the work of the Debt Recovery Unit. This includes preparing to point of hearing Supreme Court proceedings in recovery matters. It involves liaising with client departments, courts and members of the public.
Contact Officer: Hugh Jorgensen
(02) 6207 0678
Selection documentation may be obtained from Robyn Crossan (02) 6207 0677
Apply: 28
CC: 148-9012-16909

ACT Government Solicitor's Office

Property & Commercial Section

Legal Assistant

Administrative Service Officer Class 2
\$29,539 – \$32,755, Canberra (PN. 42596)
Closing date: 8 November 2001
Duties: The successful applicant will be required to provide administrative support including word and data processing and maintain records management.
Contact Officer: Fiona Bailie (02) 6207 0652
Selection documentation may be obtained from Cherie Cortes (02) 6207 0632
Apply: 28
CC: 148-9012-16909

ACT Magistrates Court

Senior Deputy Registrar

Legal 2 \$77,214 – \$80,387, Canberra (PN. 42375)
Closing date: 8 November 2001
Duties: Control and co-ordinate the functions and activities of certain sub-sections of the Court and participate in the overall management of the Court; exercise the statutory powers of a Senior Deputy Registrar of the Court; advise registry staff on all matters of a legal nature; within the guidelines of relevant legislation, conduct conciliatory pre-hearing conferences and assist members of the public and the legal profession on more complex matters. The occupant will also be required to prepare reports and recommendations associated with policies and activities of the relevant sub-sections.
Eligibility/other requirements: Possession of tertiary legal qualifications.
Contact Officer: Phil Thompson (02) 6217 4332
Selection documentation may be obtained from 24 hour answering machine (02) 6217 4229
Apply: 28
CC: 148-9012-16939

ACT Supreme Court

Personal Staff

Secretary to Judge

Administrative Service Officer Class 4/5
\$37,499 – \$44,349, Canberra (PN. 2135/44049)
Closing date: 16 November 2001
Duties: Provide administrative, clerical and secretarial support to a Judge of the Supreme Court of the ACT ensuring the security of draft judgments and other confidential documents. Maintain effective liaison between the Judge's

Chambers and other offices of the Department, other departments, external organisations and members of the legal profession. The starting date for this position is 21 January 2002.
Contact Officer: Ann Tranter (02) 6267 2745
Selection documentation may be obtained from Nancy Whitbread (02) 6267 2706
Apply: 28
CC: 148-9012-16915

EMERGENCY SERVICES BUREAU

Corporate Services

Human Resources

Administrative Service Officer Class 3
\$33,644 - \$36,310, Canberra
(Expected Vacancy - 3 months, commencing 5 November 2001)
Closing date: 1 November 2001
Duties: Calculate and process variations affecting salary and leave entitlements for ACTPS employees and maintain personnel records on the Human Resource Management System (Perspect). Interpret conditions of service and make decisions or recommendations regarding entitlements within delegated powers. Respond to enquiries and advise payees on personnel matters.
Eligibility/other requirements: Experience with Perspect or similar automated HRM system would be an advantage.
Contact Officer: Tracy Harwood (02) 6207 5875
Selection documentation may be obtained from David McElligott (02) 6207 5906
Apply: 13
CC: 148-9007-16846

DEPARTMENT OF URBAN SERVICES

Planning and Land Management Group

Territory Planning

Urban Projects Section

Senior Officer Grade C \$57,192 - \$61,666pa, Canberra (PN. 5474)
Closing date: 8 November 01
Duties: Develop urban design policy and undertake strategic urban design projects with an emphasis on achieving high quality sustainable development. Develop master plans, including planning controls and urban design guidelines for areas undergoing urban renewal or for greenfield sites in Town and Local Area Centres. Undertake the review and assessment of the urban design of major projects to ensure they contribute to the overall quality, liveability and sustainability of the City. Prepare consultant briefs, manage consultancies and undertake community consultation, planning and urban design issues and projects, either individually, or as a Team Leader. Develop policy and other advice for the Assembly and its Committees, other Departments, groups and Agencies. Promote leadership and management responsibilities by: maintaining high level customer service; developing and ensuring the implementation of initiatives are consistent with the continuous improvement of process efficiency and reliability; providing expert advice and support in the planning and management of the organisation; assisting in the management of the Section's human resources covering workforce planning, staff development/training,

EMPLOYMENT (continued)

performance assessment, OH&S and continuous improvement; and representing the Branch at various forums and promoting Planning and Land Management (PALM) and its professional services.

Eligibility/other requirements: Qualifications or experience in architecture, town planning, urban design, or environmental planning highly desirable.

Contact Officer: Gay Williamson (02) 6207 1770
Selection documentation may be obtained from Cheryl Pech (02) 6207 2370

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

Apply: 34

CC: 148-9020 17450

City Management Group

Roads ACT

Asset Use Section

Professional Officer Class 2

\$45,171 - \$50,482pa, Canberra (PN. 23597)

Closing date: 8 November 01

Duties: Manage the Traffic Investigations and Minor Traffic Works Program. Undertake the technical assessment of road safety and traffic management matters.

Eligibility/other requirements: Engineering qualifications. Post-Graduate qualifications in traffic/transport planning an advantage. The successful applicant will require an understanding of the approval process covering statutory and regulatory applications and demonstrated experience in researching, and analysing technical matters.

Contact Officer: Rifaat Shoukralah
(02) 6207 6157

Selection documentation may be obtained from Helen Stravens (02) 6207 6868

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

Apply: 34

CC: 148-9019 17040

Operations Group

City Operations Branch

Urban Ranger and Approval Services

Domestic Animal Services

Administrative Service Officer Class 6

\$45,172 - \$51,888pa, Canberra (PN. 17733)

Closing date: 8 November 01

Duties: Under limited direction, investigate breaches of relevant legislation, prepare briefs and statements, liaise with the ACT Government Solicitor and Deputy Public Prosecutor and attend Court as required. Perform the duties of Inspector under the Domestic Animals Act 2000, and issue infringement and abatement notices for breaches, as required.

Eligibility/other requirements: Possession of a current driver's licence.

Note: Applications for this position will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions. The outcome of the recruitment process is non-appealable.

Contact Officer: Michael Lawrence
(02) 6207 2366 michael.lawrence@act.gov.au

Selection documentation may be obtained from Michael Lawrence (02) 6207 2366
michael.lawrence@act.gov.au

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

Apply: 34

CC: 148-9015 17028

Administrative Service Officer Class 3 \$33,644 - \$36,311pa, Canberra (several positions)

Closing date: 8 November 01

Duties: Under general direction as a Customer Service Officer, deal with telephone enquiries and complaints associated with domestic animal control, dog attacks and animal nuisance. Provide customer services at a public counter including receiving public monies, impounding and releasing animals.

Eligibility/other requirements: Possession of a current driver's licence.

Note: 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-appealable.

Contact Officer: Michael Lawrence
(02) 6207 2366 michael.lawrence@act.gov.au
Selection documentation may be obtained from Michael Lawrence (02) 6207 2366
michael.lawrence@act.gov.au

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

Apply: 34

CC: 148-9015 17028

Administrative Service Officer Class 3 \$33,644 - \$36,311pa, Canberra (several positions)

Closing date: 8 November 01

Duties: Under general direction, respond to complaints received by the Domestic Animal Services Unit which could result in seizing and impounding of dogs or other animals, or removal and care of dead or injured animals. Patrol in the ACT as directed.

Eligibility/other requirements: Possession of a current driver's licence. Ability to work a 7 day rotating roster and be on-call.

Note: Applications for this position will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions. The outcome of the recruitment process is non-appealable. The position may be filled based upon applications and references only with no interviews conducted.

Contact Officer: Michael Lawrence
(02) 6207 2366 michael.lawrence@act.gov.au
Selection documentation may be obtained from Michael Lawrence (02) 6207 2366
michael.lawrence@act.gov.au

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

Apply: 34

CC: 148-9015 17028

EMPLOYMENT (continued)

**Information Planning and Services Branch
Geographic Information Unit
Geographic Information Specialist
\$67,576 - \$78,481 (Negotiable)
Closing date: 8 November 01**

Urban Services is an organisation that takes pride in delivering the services the ACT Community relies on every day. We are continually looking for ways to improve our service delivery through our focus on quality customer service and innovation. Urban Services is looking to appoint a Geographic Information Specialist within Information Planning and Services. Information Planning and Services is a business unit within the Operations Group of Urban Services which provides a variety of services including publishing, eServices, information management and operation of the ACT Library Service. Geographic information is core to most of Urban Services operations and such systems are fundamental to service delivery across the ACT Government and to the Community. The successful applicant will require enthusiasm and talent and the ability to promote excellence in asset management and service improvement through the innovative use of GIS technology. They will also provide high level executive leadership, strategic advice and management in the crucial area of geographic data and information systems. Ideally, the person we are looking for will have a diverse range of skills and experience in such areas as project design, co-ordination and management, preparation of business cases and high level policy development. Proven skills and experience in contract management as well as proven management experience are essential.

Eligibility/other requirements: Applicants will need to have a strong geographic information industry background and a sound understanding of the use, operation and management of computerised geographic information systems and data bases. Contact Officer: John Thwaite – Director, Information Planning & Services (02) 6207 6168.

Selection documentation may be obtained from Meilssa DeWaaard (02) 6207 6331.

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

Apply: 34
CC: 148-9016 16920

ACT Forests

**General Service Officer Level 4
\$27,723 - \$28,906pa, Canberra (PN. 40466)
Closing date: 8 November 01**

Duties: ACT Forests is responsible for the management of 16,000 ha of commercial pine plantations around Canberra as well as for establishing and managing 10,000 ha of private plantations in the region. The Plantation Management Section within ACT Forests is responsible for the planning and supervising of all silvicultural, roading and fire management operations in ACT Forests' plantations. The Section also manages forest agistment and provides advice and management services for private plantations in the region. All these operations need to comply with the Code of

Forest Practice and other environmental requirements as well as meeting strict quality control standards. Staff within ACT Forests will be expected to be able to work across all operational sections within the organisation. This will occur when there are seasonal or operational workload peaks or staff absences and assistance is required to meet business and customer needs.

Eligibility/other requirements: Possession of a current driver's licence and ability to drive a fire tanker/light plant. Satisfactory completion of relevant training/demonstrated competencies.

This position is located at Stromlo Forest Headquarters

Contact Officer: Rebecca Blundell on (02) 6207 2540

Selection documentation may be obtained from Rebecca Blundell on (02) 6207 2540

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

Apply: 34
CC: 148-9029 16940

Environment ACT

Environment Protection Unit

Technical Officer Level 3 \$38,951 - \$44,191pa, Canberra (PN. 15670)

Closing date: 8 November 01

Duties: Under limited guidance undertake field inspections and make recommendations relating to applications for approvals under the Tree Protection (Interim Scheme) Act 2001. Provide technical advice on urban tree management and protection matters.

Eligibility/other requirements: Possession of a current driver's licence. Qualifications in Arboriculture, Amenity Horticulture, or related technical discipline.

Note: Applications and referees reports only – no interviews for recruitment to this position.

Position will be for an initial 6 months with possible extensions.

Contact Officer: Stephen Hughes (02) 6207 2147
stephen.hughes@act.gov.au

Selection documentation may be obtained from stephen.hughes@act.gov.au

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

Apply: 34
CC: 148-9028 16937

**Policy Co-ordination Group
Industry Policy & Regulation
Long Service Leave Board**

**Administrative Service Officer Class 4
\$37,499 - \$40,715pa, Canberra (PN. 17774)**

Closing date: 8 November 01

Duties: Under the direction of the Senior Compliance/Client Services Officer, perform the statutory functions of Inspector under the Long Service Leave (Building and Construction Industry) Act 1981, and the Long Service Leave (Cleaning, Building and Property Services) Act 1999. Ensure the registration of relevant employers and follow-up outstanding periodic return forms from employers to ensure compliance with the Acts.

Eligibility/other requirements: Demonstrated appropriate investigation and/or public relations experience and the ability to effectively

EMPLOYMENT (continued)

represent the Boards in the public environment. Demonstrated ability to interpret and apply legislation in day to day inspection practice and the ability to review legislation to ensure it reflects current practice within the building and construction and the cleaning industries. Possession of a current driver's licence and a preparedness to undertake occasional interstate travel. Conversational Croatian, Serbian, Macedonian or Italian would be desirable.

Contact Officer: Sue Hancock (02) 6247 3900
Selection documentation may be obtained from Sue Hancock (02) 6247 3900

Or from the recruitment home page:

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

Apply: 34

CC: 148-9030 16941

DEPARTMENT OF TREASURY

Executive Unit

**Senior Officer Grade A (DT Manager),
(PN: 55527)**

Salary Range: \$78,481 - \$82,000p.a

Applications close on: 8 November 2001

Duties: As a senior officer with a high degree of independence: Provide advice on policy issues and priorities across portfolio boundaries.

Undertake complex research and analysis and provide advice to senior management and the Treasurer on Cabinet, Assembly and strategic policy issues.

Qualifications: Relevant tertiary qualifications highly desirable.

Note: The terms and conditions of this position may be regulated by an Australian Workplace Agreement

Contact: Howard Ronaldson (02) 6207 0260

Selection Documentation: Lynne McLean (02) 6207 0261 and is also available from the following internet address:

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

Apply: 35 or via email:

recruitment.officer@act.gov.au

CC: 148-9031-17884

Appointments

ACT COMMUNITY CARE

Professional Officer Class 2 \$44,590 - \$49,833

Jane Roderick: 740-92913, Section 68(1),

9 October 2001

CC: 148-9009-16861

Professional Officer Class 3 \$53,928

Melissa James: 741-741-05219, Section 68(1),

10 October 2001

CC: 148-9009-18269

Administrative Service Officer Class 3

\$33,211 - \$35,843

Evelyn Banful: 741-04822, Section 68(1),

15 October 2001

CC: 148-9009-18270

Administrative Service Officer Class 2

\$29,159 - \$32,334

Belinda Leith: 741-02958, Section 68(1),

15 October 2001

CC: 148-9009-18270

CHIEF MINISTER'S DEPARTMENT

Administrative Service Officer Class 3,

\$33,644 - \$36,310p.a

Patrick John Coffey, AGS No: 757-48216

Section 68

17 October 2001

Corporate Services, Chief Minister's Department

CC: 148-9031-17429

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

Richard Sydney Hancock, AGS No: 769-10078

Section 68

18 October 2001

The InTACT Group, Chief Minister's Department

CC: 148-9043-17177

CANBERRA INSTITUTE OF TECHNOLOGY

Senior Officer Grade C \$57,473 - \$61,970

Susan Mary Hume: 761-26849, Section 68(1),

16 August 2001

CC: 148-9024-17904

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Service Officer Class 6

\$45,171 - \$51,888

Julie Nolan: 747-16546 Section 68/70, 22

October 2001

CC: 148-9012-16898

DEPARTMENT OF URBAN SERVICES

Senior Professional Officer Grade C

\$57,192 - \$61,666pa

Geoffrey Lee Farrar: 772-38180, Asset Creation

Section, Section 68(1), 10 October 01

CC: 148-9019 17040

Professional Officer Class 2

\$45,172 - \$50,482pa

Stephen Howard: 772--38340, Asset Maintenance

Section, Section 68(1),

15 October 01

CC: 148-9019 17040

General Service Officer Level 4

\$27,389 - \$28,644pa

Anthony Daniel Maher: 757-53939, Parks and

Conservation Service, Section 68(1),

16 October 01

CC: 148-9028 17218

CULTURAL FACILITIES CORPORATION

Administrative Service Officer Class 2,

\$29,822 - \$33,069

Gregory Harrison: AGS 760-75148, Section 68

and 70(1), 9 October 2001

CC: 148-9008-16850

EMPLOYMENT (continued)

STADIUMS AUTHORITY

Administrative Service Officer Class 3,
\$33,644 - \$36,310pa
Troy Robert Finch, AGS No: 757-48216
Section 68
15 October 2001
Corporate, Stadiums Authority

Transfer

DEPARTMENT OF URBAN SERVICES

Operations Group
Information Planning and Services Branch
Electronic Services
David James Doblinger AGS Number 539-13065
From: Administrative Service Officer Class 4
\$37,499 - \$40,715pa
Road User Services Section
To: Administrative Service Officer Class 4
\$37,499 - \$40,715pa
Position Number 44077
CC: 148-9016 16920

Corporate Group
Corporate Finance Branch
Corporate Accounting Section
Christine Richmond AGS Number 506-94100
From: Exec. Level 1 \$59,334 - \$68,234pa
Australian Bureau of Statistics
To: Senior Officer Grade C
\$57,192 - \$61,666pa
Position Number 17784
Note: This transfer is made as an appointment under Section 115 of the Public Sector Management Act 1994 and is a deemed transfer on reduction.
CC:148-9017 17305

Promotions

Promotions under the *Public Sector Management Act 1994*

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

A. APPEALS

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

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

* promotions made as a result of officers passing certain exams or completing certain training, as defined in section 97 or 98 of the Act.

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

YOU MAY ALSO APPEAL IF:

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

YOU CAN NOT APPEAL WHEN:

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

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

If you are a promotee, where your promotion is one of a number of promotions at the same level made in a selection exercise, and you feel someone may lodge an appeal against your promotion, you may appeal against all or any of the **other** promotees. These appeals are usually called '**protective appeals**', and are treated the same as other appeals. You must still make sure you are eligible to appeal, and that you can show that you are more efficient than those against whom you have appealed.

For further information on eligibility to appeal, contact your departmental Personnel Unit or the Office of the Merit Protection Commissioner (MPC) at the address listed below.

ADVICE TO POTENTIAL APPELLANTS

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

EMPLOYMENT (continued)

GROUND OF APPEAL

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

EFFICIENCY

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

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

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

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

- * available written reports and oral feedback explaining the selection, especially the comparison between you and the promotee.

The PAC will consider the appeal only on the basis of who is the **more efficient**. PACs should not be used as a forum to air grievances about how a selection was conducted. If you decide to appeal, you must comply with the following instructions.

FORM OF APPEAL

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

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

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

WHEN TO LODGE APPEALS

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

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

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

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

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.

EMPLOYMENT (continued)

ADVICE TO PROMOTEES AND APPELLANTS

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

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

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

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

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

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

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

CONTENT OF STATEMENTS

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

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

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

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

PAC PROCEDURES

The PAC does not have to interview all or any of the parties to an appeal. Therefore, you should not rely on being granted an interview as the main opportunity to make your case. You should instead state your case as fully and as openly as possible in your written statement. If a PAC decides that parties are to be interviewed, you will be advised as early as possible of the date and place, usually through the recruitment/personnel area of your department. Once you have lodged an appeal or are aware an appeal has been lodged against your promotions, you will be considered available for interview at any time. Wherever possible, at least seven-(7) days notice of the interview will be given. As a general rule the PAC will expect you to attend for any interview at the time it determines, and will not delay or reschedule hearings without good reason.

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

EMPLOYMENT (continued)

(f) any other written information about a party requested by the MPC from the promoting/selecting department under the Merit Protection (Australian Government Employees) regulations.

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

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

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

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

SUPERVISORS/REFEREES

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

The most appropriate person to nominate as your referee is your current supervisor, provided that he/she has supervised you for a reasonable period. Past supervisors are also appropriate if their knowledge of you is reasonably recent. The PAC will also be particularly interested in the views of referees who can give well-founded comments comparing two or more of the parties. You are not limited to nominating your supervisors for referee comments (and indeed you may nominate anyone you wish to) but supervisor's opinions are usually perceived as most useful by PACs.

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

B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

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

- (a) patronage, favouritism or unlawful discrimination in the making of the promotion (prescribed by section 8 of the PSMA); and/or
- (b) a serious defect in the selection process (a breach of section 65 of the PSMA),

may apply to the MPC for a review of that promotion.

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

An applicant must provide the following details:

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

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

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

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

Note that the review process is not a means by which the merits of applicants for a promotion can be reviewed. It is not comparable with the right of appeal to a PAC. Section 87 provides for a review of a promotion solely on the ground that it would be unreasonable for the promotion to stand because of a breach of section 8 or a serious defect under section 65, and is directed at the process and not the merits of the decision. Additional information on lodging an application for review is contained in the MPC brochure, *Review of non-appealable promotions*, which you should be able to obtain from your Personnel Section.

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

Central Office
Community Health and Housing
Disability Priorities

Ian William Ross: 607-89082

From: Disability Support Officer Level 3,
\$43,656 - \$46,355

Health and Community Care Services

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

Disability Priorities, Department of Health,
Housing and Community Care, Canberra (PN.
23648) (Gazette 29, 19 July 2001)

EMPLOYMENT (continued)

Note: This position is identical to PN 33227, which was advertised in the ACT Gazette on 19 July 2001. This promotion is made under section 83 of the *Public Sector Management Act 1994* and is to a non-advertised vacancy. Any suitably qualified officer may appeal.
CC: 148-9011-17913

THE CANBERRA HOSPITAL**Nursing****Medical SMT****Thoracic Clinic****Della Joyce: 260-85364**

From: Registered Nurse Level 2 \$43,711 - \$46,474
The Canberra Hospital
To: Registered Nurse Level 3 \$48,200 - \$51,307
Thoracic Clinic The Canberra Hospital, Canberra
(PN. 22181) (13/09/01)
CC: 1728

Corporate Services**Financial Management****Financial Accounts and Budgets****Susan Knapman: 762-88397**

From: Administrative Services Officer Class 4
\$36,510 - \$39,641
Financial Accounts and Budgets,
To: Administrative Services Officer Class 6
\$43,980 - \$50,520
Corporate Services, Financial Accounting and
Budgets, Canberra (PN. 22975) (13/9/01)
CC: 1321

Mental Health Services**Crisis Assessment and Treatment Team****Claire Bickmore: 260-66585**

From: Registered Nurse Level 2 \$43,711 - \$46,474
Crisis Assessment and Treatment Team
To: Registered Nurse Level 3 \$48,200 - \$51,307
Mental Health Services, Crisis Assessment and
Treatment Team (6/9/01)
CC: (2233)

Mental Health Services**Crisis Assessment and Treatment Team****Deborah Anne Plant: 749-69586**

From: Registered Nurse Level 2 \$43,711 - \$46,474
Crisis Assessment and Treatment Team
To: Registered Nurse Level 3 \$48,200 - \$51,307
Mental Health Services, Crisis Assessment and
Treatment Team (6/9/01)
CC: (2233)

ACT COMMUNITY CARE**Act Community Care****Integrated Health Care Program****Regional Team Central****Robyn McCormack: 752-28093**

From: Professional Officer Class 2
\$44,111 - \$49,298
ACT Community Care
To: † Professional Officer Class 3 \$53,928
Integrated Health Care Program, ACT Community
Care, Canberra (PN.22025) (21 June 2001)
CC: 148-9009-17798

CALVARY HEALTH CARE ACT**Nursing Services****Ward 4E****Anne Masterman: 261-57700**

From: Registered Nurse Level 1
\$34,429 - \$45,890
Calvary Health Care ACT
To: Registered Nurse Level 2 \$46,073 - \$48,985
Ward 4E, Canberra (PN. 8241) (28 12/7/01)
CC: 148-9094-17781

Nursing Services**Ward 4E****Anne Eade: 261-58607**

From: Registered Nurse Level 1
\$34,429 - \$45,890
Calvary Health Care ACT
To: Registered Nurse Level 2 \$46,073 - \$48,985
Ward 4E, Canberra (PN. 8222) (28 12/7/01)
CC: 148-9094-17781

EMERGENCY SERVICES BUREAU

I, Ian Mountford Bennett, Fire Commissioner, hereby promote the following members under Section 29(1) of the Fire Brigade (Administration) Act 1974.

These promotions are provisional and may be subject to appeal under Section 33 of the Act. Members of the Brigade who wish to lodge an appeal against these provisional promotions may obtain written information on the appeal process by contacting the Recruitment Officer at ACT Emergency Services Bureau Headquarters, 123 Carruthers Street, Curtin or by telephoning (02) 6207 8418 during business hours.

The only ground for appeal is greater efficiency. Appeals must be lodged by 4:51pm on the fourteenth day after the date of this Gazette with the Convenor, ACT Fire Brigade Promotion Appeals Committee, Merit Protection and Review Agency, Level 3, 65-67 Constitution Avenue, Campbell ACT 2601.

Number: 715-94758,

Name & Init: MORTON,S

From: Firefighter 2ND Class

To: Fire Fighter 1ST Class B

Date of Effect: 9th January 2001

I M Bennett

Fire Commissioner

DEPARTMENT OF URBAN SERVICES

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

EMPLOYMENT (continued)

Corporate Group

R. L. Davies: 710-39834

From: Administrative Service Officer Class 3
\$33,644 - \$36,311pa
Urban Services
To: Administrative Service Officer Class 5
\$41,825 - \$44,349pa
Resource Management Section, Urban
Services, Canberra (PN. 1327)
(13 September 01)
CC: 148-9017 16954

Corporate Finance Branch

B. Tse: 756-67088

From: APS 4 \$38,516 - \$41,926pa
Department of Immigration and Multicultural
Affairs
To: Administrative Service Officer Class 5
\$41,825 - \$44,349pa
Corporate Accounting Section, Urban Services,
Canberra (PN. 23345) (17 May 01)
CC: 148-9017 17305

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

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

A. S. Pitt: 545-59715

From: Administrative Service Officer Class 5
\$41,825 - \$44,349pa
Urban Services
To: Senior Officer Grade C \$57,192 - \$61,666pa
Customer Services Section, Urban Services,
Canberra (PN. 5498) (26 July 01)
CC: 148-9020 17776

Operations Group

Information Planning and Services Branch

D. A. Crooks: 757-53277

From: Administrative Service Officer Class 3
\$33,644 - \$36,311pa
Urban Services
To: Administrative Service Officer Class 4
\$37,499 - \$40,715pa
Electronic Services Section, Urban Services,
Canberra (PN. 18866) (9 August 01)
CC: 148-9016 16920

GAMBLING AND RACING COMMISSION

D. C Hawkes AGS No 737-70786

From: Administrative Service Officer Class 2,
29,539 - \$32,755p.a
From: Department of Education and Community
Services
To: Administrative Service Officer Class 5,
\$41,825 - \$44,349p.a
To: (PN: 55508)
Gambling and Racing Commission
30 August 2001
All appeal applications should be addressed to:
Convenor of the Appeal Panel
PO Box 749 Civic Square ACT 2608
CC: 148-9085-17763

Retirements and dismissals

DEPARTMENT OF URBAN SERVICES

Section 143 Public Sector Management Act:
Stephen Yit Sih, Senior Professional Officer
Grade B, 1 September 2001
CC: 148-9015 20686

Section 143 Public Sector Management Act:
Terence Raymond Simpson, Senior Officer
Grade C, 3 October 2001
CC: 148-9019 17040

ACT Public Service Index of addresses

- 05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Public Hospital, PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606
- 17 Resource Advisor, Business Services Bureau, Department of Health, Housing and Community Care, PO Box 11, Woden ACT 2606
- 18 The Personnel/ HR Officer, ACT Legislative Assembly Secretariat, GPO Box 1020, Canberra ACT 2601
- 20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611
- 21 Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601
- 23 Recruitment Officer, Central Office, (Level 2 North Building) Department of Health, Housing and Community Care, GPO Box 825, Canberra City ACT 2601
- 28 Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608
- 30 The Secretary, Milk Authority of the ACT, GPO Box 1110, Canberra ACT 2601
- 31 The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608

EMPLOYMENT (continued)

- 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 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

EMPLOYMENT

