



Australian Capital Territory

Gazette

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

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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.

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

Private Notices

The fee for a private notice is as follows:

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

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

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

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EMPLOYMENT

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

THE CANBERRA HOSPITAL

VALUES

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

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

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

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

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

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

SALARY PACKAGING

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

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

Nursing Surgical SMT Neurosciences

Registered Nurse Level 2 \$43,711 - \$46,474, Canberra (PN. 22327 & 22514)

Closing date: 15 November 2001

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

Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Registration Board. Minimum of three years recent post registration experience. Minimum of one years experience in the field being practised or holds a relevant post registration qualification. Note: PN 22327 is a permanent part-time position available at 64 hours per fortnight. PN 22514 is an expected permanent full-time night duty position.

Contact Officer: Tania Lawrence (02) 6244 2631
Selection documentation may be obtained from Human Resource Management Group (02) 6244 2257

Apply: 16
CC: 1947

EMPLOYMENT (Continued)**Medical SMT****Medical Oncology**

Administrative Service Officer Class 2,
\$28,760 - \$31,892, Canberra (PN. 21842)
Closing date: 15 November 2001
Duties: Under general direction and as a member of the clerical support team provide a range of administrative and clerical functions for the unit including, providing high quality, customer focussed reception services, prepare clinic lists, compile documentation in relation to the admission and discharge of patients.
Contact Officer: Ms Jan Briggs (02) 6244 2220
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2566
Apply: 16
CC: 1721

Medical SMT**Radiation Oncology**

Administrative Service Officer Class 2,
\$28,760 - \$31,892, Canberra (PN. 27249)
Closing date: 15 November 2001
Duties: Operate keyboard/computer equipment to type in-confidence medical notes and correspondence, administrative and general correspondence mainly from a dictaphone.
Eligibility/other requirements: Proven keyboard and computer skills and a knowledge of medical terminology highly desirable.
Contact Officer: Ms Susie Sutton (02) 6244 2288
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2566
Apply: 16
CC: 1723

Mental Health Services**Child and Adolescent Mental Health Service (CAMHS)**

Senior Professional Officer Grade C – Senior Psychologist, \$55,684 - \$60,040, Canberra (PN. 21460)
Closing date: 15 November 2001
Duties: Participate as a member of a multidisciplinary child and adolescent mental health service, and undertake more complex diagnostic and treatment work; provide for the planning, development, direction and evaluation of all clinical work and professional supervision of junior and intern psychologists; provide clinical supervision to trainees, staff and students within regional teams.
Eligibility/other requirements: Mandatory professional qualifications as a Psychologist including eligibility for registration with the appropriate professional association / board. Honours Degree and post graduate qualifications preferred.
Contact Officer: Merrie Carling (02) 6205 1469
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580
Apply: 16
CC: (2231)

ACT COMMUNITY CARE**Child Youth & Women's Health Program****Registered Nurse Level 1****\$32,761 - \$42,458 pa**

Salary packaging with FBT exemption under PBI conditions is available
Several full-time positions
The Child Youth & Women's Health Program is seeking suitably qualified nurses to undertake a specific professional development program. The successful applicants will be required to provide direct clinical services to children and their families whilst working within a multi-disciplinary team in various community settings.
Eligibility: Registered with the Nurses Board of the ACT or eligible for registration and holds a current drivers licence. Applicants need to hold or be working towards suitable qualifications in Maternal and Child Health nursing.
Contact Officer: Sue Byrnes (02) 6205 1815
Selection Documentation: Brenda Wiggett (02) 6205 2143 or brenda.wiggett@act.gov.au
Applications close: 15 November 2001
Apply: 21
CC: 148-9009-16857

Child Youth & Women's Health Program**Registered Nurse Level 2****\$43,841 - \$46,611 pa**

Salary packaging with FBT exemption under PBI conditions is available
Several full-time and part-time positions.
Applications are sought from suitably qualified registered nurses for positions as Maternal and Child Health nurses. The successful applicants will work within a multi-disciplinary team to provide health care services that support optimal health outcomes for clients and their families.
Eligibility: Registered with the Nurses Board of the ACT or eligible for registration and holds a current drivers licence. Demonstrated primary health care experience in Maternal and Child Health nursing with relevant qualifications. Immunisation credentials highly desirable.
Contact Officer: Camilla McCauley (02) 6205 2753
Selection Documentation: Brenda Wiggett (02) 6205 2143 or brenda.wiggett@act.gov.au
Applications close: 15 November 2001
Apply: 21
CC: 148-9009-16857

Integrated Health Care Program**Women's and Children's Allied Health Inpatient Team****Social Worker**

Professional Officer Class 1 \$30,761 - \$43,155 or Professional Officer Class 2 \$44,111 - \$49,298, Canberra (PN. 28545)
Temporary Locum position to be filled at one of the above levels depending on experience
Closing date: 8 November 2001
Applications are invited from suitably qualified social workers to provide inpatient services in the Women's and Children's Team, located at

EMPLOYMENT (Continued)

The Canberra Hospital. The position will be located in either Paediatrics or the Maternity area depending on the successful applicants skills and experience.

Eligibility/other requirements: Mandatory qualifications apply

Note: Temporary vacancy from asap to 7 December 2001

Contact Officer: Krishna Sadhana
(02) 6244 2316

Selection documentation may be obtained from Tina Bracher (02) 6244 2154

Apply: 21

CC: 148-9009-17798

**Community Rehabilitation Program
Prosthetic and Orthotic Service
Senior Officer (Technical) Grade C**

\$55,850 - \$60,219 pa

Salary packaging with FBT exemption under PBI conditions is available.

Position No: 28652

Duties: Provide high quality and more complex prosthetic and orthotic services to amputees and clients with disabilities. Coordinate workload allocation and monitoring of clinical and technical staff. Provide clinical supervision to clinical and technical staff and ensure clinical governance systems are functional.

Eligibility: A degree or diploma in prosthetics/orthotics. Eligible for membership of the Australian Orthotic Prosthetic Association.

Contact Officer: Dr Ralph Farnbach
(02) 6244 2475

Selection Documentation: Kristy Fattore
(02) 6244 2855

Applications close: 15 November 2001

Apply: 21

CC: 148-9009-18269

**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.htm](http://www.communitycare.act.gov.au/employment/index.htm)**

Applications Close: 16 November 2001

Apply: 21

CC: 148-9009-16861

**Child, Youth and Women's Health Program
Administrative Service Officer Class 3**

\$32,855 - \$35,458, Canberra (Several positions)

Salary packaging with FBT exemption under PBI conditions may be available

Closing date: 8 November 2001

Duties: Under general direction provide administrative support & undertake a range of clerical duties for a multi disciplinary team. The successful applicants will be responsible for ordering and maintaining stores, preparing routine reports and correspondence, coordinating rosters and arranging maintenance for the team car fleet, providing secretariat support to various committees & other duties as requested.

Note: These are temporary vacancies for twelve months full time.

Contact Officer: Jodie Mackenzie
(02) 6205 2339

Selection Documentation: Gayle Harding
(02) 6205 1197 or gayle.harding@act.gov.au

Apply: 21

CC: 148-9009-16857

**Disability Program
Administrative Service Officer Class 3**

Position numbers 24762, 12173

\$33,211 - \$35,843 per annum

ACT Community Care's Disability Program has two vacancies for administrative and financial support positions. A vacancy currently exists at the office located at Woden and Tuggeranong. The successful applicant will provide clerical and financial support to the office including:

- Reception duties.
- Maintenance of the client data base, referral records and associated office and filing systems.
- Undertake financial processing such as invoicing, receipting money and updating financial databases.
- Assisting with the organisation of meetings and co-ordination and distribution of information.
- Maintaining the office equipment and stationary supplies.

Note: Subject to the requirements of the Program, occupants of these positions may be expected to perform duties at any of the Regional Offices within Disability Program.

Contact Officer: Annette Gilmour

Phone: (02) 6207 7778

Selection documentation: (02) 6205 0971
(24 hour answering machine)

Applications close: 15 November 2001.

Apply: 21

CC: 148-9009-16861

**Corrections Health Program
Senior Officer Grade C**

Position number: 28394

Part time – 18:22 hours per week

\$56,456 - \$60,872 per annum based on full time hours.

Salary will be pro rata based on 18:22 hours per week

ACT Community Care's Corrections Health Program is looking for an enthusiastic and well organised part time Senior Officer Grade C.

EMPLOYMENT (Continued)

The successful applicant will be expected to have highly developed written and oral communication skills, excellent negotiation skills and previous experience in the preparation and management of contractual arrangements both within the Government and private sectors.

Duties include:

- Managing the tender and provision of health services to the ACT Corrective Services and Juvenile Justice (Quamby).
- Liaison with staff and management in all matters relating to the position.
- Developing and implementing policies and procedures to achieve a high standard of health services.

Contact Officer: Lynne Grayson (02) 6207 6424

Selection Documentation: (02) 6205 0971

(Answering Machine)

Applications Close: 16 November 2001

Apply: 21

CC: 148-9009-16861

Alcohol and Drug Program

Registered Nurse Level 2

\$43,841 - \$46,611

Registered Nurse Level 1

\$32,761 - \$42,458

Enrolled Nurse

\$30,268 - \$32,485

Salary Packaging with FBT exemption under PBI conditions is available.

Several positions

Applications are sought from Mental health and/or General Nurses and Enrolled Nurses who are interested in working in the alcohol and other drug field. These positions involve provision of clinical care to clients of the Alcohol & Drug Program and are located in the grounds of The Canberra Hospital and the ACT Community Care building.

Note: There are currently a variety of positions available. Hours and patterns of work can be negotiated.

Eligibility: Registrations, or eligibility for registration as a General or Psychiatric Nurse or Enrolled Nurse with the ACT Nurses Registration Board.

Contact Officer: Jain Shekleton (02) 6205 2131

Selection Documentation: Katrina Gerholt

(02) 6205 2121

Applications close: 15 November 2001

Apply: 21

CC: 148-9009-16852

Organisation and Business Development

Client Care Information System (CCIS) Project (Training Officer), Administrative Service Officer Class 5

\$41,287 - \$43,779

Several new positions

Closing Date: 8 November 2001

Duties: Deliver comprehensive CCIS/computer training to a multidisciplinary organisation and develop suitable learning materials to suit the end users specific needs. Have the ability to work effectively in a team environment and provide appropriate feedback.

Eligibility: Prior experience in delivering training, preferably in a Health Care Setting. Knowledge of teaching principles and practices.

Note: Temporary vacancy, full time for 6 months.

Contact Office: Lena Culnane (02) 6205 5063

Selection Documentation: Nanette Bonato

(02) 6205 1389 (nanette.bonato@act.gov.au)

Apply: 21

CC: 148-9009-18270

Child, Youth and Women's Health Program

Child & Youth Health Project Officer

Senior Professional Officer Grade C

\$55,850- \$60,219

Registered Nurse Level 4.2

\$61,040

Position Numbers: 28555 and 21348

To be filled at one of the above levels.

Duties: ACT Community Care is the major provider of community-based health and disability services in the ACT. The Program is seeking a highly motivated and experienced senior officer to undertake two significant child & family health service evaluations.

Eligibility: For RN 4.2 - Registered or eligible for registration with the ACT Nurses Board. For SPOG C – Industry experience and academic qualifications in relevant fields highly desirable.

Note: Full or part time temporary contract for up to 6 months.

Contact Officer: Giovanna Richmond

(02) 6205 5471

Selection Documentation: Brenda Wiggett

(02) 6205 2143 or brenda.wiggett@act.gov.au

Applications close: 15 November 2001

Apply: 21

CC: 148-9009-16857

CHIEF MINISTER'S DEPARTMENT

Australian Capital Region Development Council Manager (Level 3)

Senior Officer Grade B (PN: 13183)

Salary Range: \$67,576 - \$86,880p.a

Applications close 15 November 2001

Duties: This position requires a highly motivated and strategically orientated person to manage all aspects of the ACRDC secretariat, including management of budgets, personnel and projects, and general administration. The successful applicant will be responsible for:

- providing high level policy and strategic advice to the ACDRC Chair and
- advising ACT and NSW governments on regional policy issues; and
- developing and maintaining effective working relationships with key stakeholders in the region including all levels of government and business and community organisations.

Contact Officer: Bronwen Overton-Clarke on (02) 6207 9031

Selection Documentation: Marilyn Deas

(02) 6205 0599 and is also available from

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

Note: The successful applicant will be given the option of a Certified Agreement or an Australian Workplace Agreement. The level of

EMPLOYMENT (Continued)

remuneration will be negotiated in accordance with the preferred Agreement taking into account the experience and skills of the individual.

Please note that applications will not be acknowledged.

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-17884

Cabinet Office, Executive and Cabinet Support Section

Senior Officer Grade C (PN: 43203 & 55534)

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

Applications close 15 November 2001

Duties Supervise or undertake complex projects or tasks in relation to the management of the Cabinet, process, management of Government business in the Legislative Assembly, or facilitation the ACT's intergovernmental relations. Provide procedural and policy advice on issues coming before the ACT Cabinet.

Contact Officer: Ross Allen on (02) 6205 0459
Selection Documentation Lee Thomas, Phone: 6207 0148 and is also available from www.act.gov.au/recruitment/cmdindex.asp

Note: Please note that applications will not be acknowledged.

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-17346

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

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

<http://www.decs.act.gov.au/department/department.htm> or may be requested using email to

<mailto:wfpm.webmaster@decs.act.gov.au> or 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.

Sport and Corporate Resources Division Bureau of Sport and Recreation Branch

Active Lifestyle Services Section

Senior Officer Grade B \$67,576 - \$76,073, Canberra (PN. 10127)

Closing date: 15 November 2001

Duties: Manage the section's human and financial resources, formulate and develop physical activity strategy and delivery initiatives and establish strategic alliances with industry and community agencies for program delivery.

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

Contact Officer: Sue Marriage (02) 6207 2070
Selection documentation may be obtained from Jan Wyatt (02) 6207 2184
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

Please note that you need to submit a separate application for each position you are applying for.

CANBERRA INSTITUTE OF TECHNOLOGY

Canberra Institute of Technology

Division of Learning Services

Library and Learning Centre

Professional Officer Class 1, \$31,655 – \$44,409 (Librarian - PN. 54016)

Closing date: 15 November 2001

Duties: Under direction and professional guidance: provide reference, circulation and information services including specialist research for CIT staff; acquire, copy catalogue and index material for the collection; liaise with teaching staff – plan, design and deliver information literacy services; liaise with teaching staff to recommend and acquire new material and assist in maintenance and promotion of collection, supervise reading areas and maintain special information collections.

MANDATORY: Degree or diploma together with training in librarianship which qualifies for admission to Associate Membership of the Australian Library & Information Association or a recognised course of integrated study in librarianship.

OTHER: Ability to work one shift per week.

Note: This position is a temporary vacancy from ASAP to the 31/01/02.

Contact Officer: Ms Louise Wardle (02) 6207 3372

Selection documentation may be obtained from Ms Lisa Black (02) 6207 3473

Apply: 11
CC: 148-9024-18550

Division of Learning Services

Education Development Centre

Teacher Education and Learning Solutions

Information Technology Officer Class 2 \$45,393 - \$52,143, Canberra (PN. 55523)

Closing date: 15 November 2001

Duties: Under general direction, and in consultation with the Head of Department, Teacher Education and Learning Solutions: provide technical leadership in the development and maintenance of the Virtual Campus; lead and give direction to the Virtual

EMPLOYMENT (Continued)

Campus Helpdesk team, on a day to day basis; provide server administration for the Virtual Campus Test Server; liaise with Institute staff, in particular the CIT Web Manager and Technology support group, to ensure smooth operation of the Virtual Campus.
 Eligibility/other requirements: Relevant degree, diploma or certificate from a recognised tertiary institution and/or relevant vocational industry certification and/or 3 years relevant work experience. Workplace Trainer and Assessor qualification. Ability to participate in on-call and/or after hours work. Experience with online course delivery tools such as WebCT, etc.
 Note: This position is for temporary employment or temporary transfer until the end of 2002.

Contact Officer: Stephen Darwin
 (02) 6207 3684

Selection documentation may be obtained from Julia Nimmo (02) 62074956 or julia.nimmo@cit.act.edu.au

Apply: Lynn Bell-Towers, Division of Learning Services, Canberra Institute of Technology, PO Box 826, CANBERRA ACT 2601
 CC: 148-9024-18549

**Division of Learning Services
 Student Services****Community Information and Marketing Unit**

Administrative Service Officer Class 3
 \$33,810 - \$36,489, Canberra (PN. 54291)
 Closing date: 15 November 2001

Duties: Under limited direction assist with the administration and operation of the Department, including: attend to oral and written requests for information on the Institute's courses and support services; liaise with staff for information purposes; assist with the presentation and publication of handbook/brochures; maintain and update statistical information; undertake other appropriate administrative and operational tasks as directed.

Note: This position is for temporary employment or temporary transfer until 23 August 2002.

Contact Officer: Robin Fitzsimmons
 (02) 6207 3560

Selection documentation may be obtained from Steve Foote (02) 6207 3657 or steve.foote@cit.act.edu.au

Apply: Lynn Bell-Towers, Division of Learning Services, Canberra Institute of Technology, PO Box 826, CANBERRA ACT 2601
 CC: 148-9024-18549

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

**Parliamentary Counsel's Office
 Legal Support Unit**

Administrative Service Officer Class 6
 \$45,171 – \$51,888, Canberra (PN. 42306, 42742)
 Closing date: 15/11/01

Duties: Manage team responsible for legislative editing, legislative publishing (including web publishing) and IT or administrative services; Manage the editing and printing of draft legislation, minor drafting, research and document management tasks for the office drafting work; and Provide high level support for the maintenance and on going development of the ACT Legislation Register.

Contact Officer: Alison Gardiner (02) 6207 0609
 Selection documentation may be obtained from Yvonne Maxwell (02) 6207 0622

Apply: 28
 CC: 148-9012-17345

**ACT Government Solicitor's Officer
 Property and Commercial and Civil Litigation Sections**

Legal 1 \$34,662 – \$71,069, Canberra
 (PN. 42608, 46140, 42611, 42605)
 Closing date: 15/11/01

Duties: Three positions in the Property and Commercial Section and one position in Civil Litigation are to be filled. The successful applications will be required to perform legal work relating to the activities of the relevant section. All candidates will be expected to provide advice to officers of the Department and its agencies on a range of legal issues. Additionally, the candidates for the positions in Property and Commercial will prepare and settle contracts and agreements and provide other commercial advice. Candidates for the Civil Litigation position must have the ability to conduct litigation before the courts and tribunals.

Eligibility/other requirements: Admitted, or eligible for admission, as a legal practitioner of the ACT Supreme Court.

Contact Officer: Peter Garrison (02) 6207 0653
 Selection documentation may be obtained from Lina Pelle (02) 6207 0632

Apply: 28
 CC: 148-9012-16909

**Ministerial and Corporate Services
 Human Services Unit**

Administrative Service Officer Class 6
 \$45,171 – \$51,888, Canberra (PN. 43714 & to be advised)
 Closing date: 15/11/01

Duties: The Human Services Unit is seeking applications from people interested in working in the following areas; human resources advice and operations; workers' compensation rehabilitation and case management. Successful applicants will demonstrate a sound understanding of the operation of the ACTPS and current issues in the relevant subject areas. Knowledge of investigation and review processes as well as previous experience in the provision of advice to clients in sensitive matters is required.

Contact Officer: Lana Junakovic (02) 6207 0518
 Selection documentation may be obtained from Cindy Severs (02) 6207 0676

Apply: 28
 CC: 148-9012-16911

EMPLOYMENT (Continued)**ACT Supreme Court
Temporary Work Register
Sheriff's Officers – Administrative Service
Officers****Supreme Court of the ACT**

The Supreme Court of the Australian Capital Territory is inviting people who are interested in casual and/or temporary employment as a Sheriff's Officer, to submit their application and resume for placement on a temporary employment register. The register will be used to select staff to undertake casual work on a daily basis, or to fill positions that are temporarily vacant for periods up to twelve months.

Sheriff's Officer \$29,539 – \$32,755, Canberra
Closing date: 22/11/01

Duties: Applicants should have—

- A working knowledge of the service and execution of court processes and courtroom procedures, or the ability to obtain such knowledge in a short period;
- Effective oral and written communication skills; the ability to liaise with members of the Judiciary, legal practitioners and the general public, and to speak clearly, confidently and with authority in public;
- The ability to work individually or as a member of a team and to handle difficult situations in a responsible and tactful manner;
- A current drivers licence (C Class) and must be prepared to wear a uniform.

Applications should address the above work descriptions and include a resume' detailing qualifications and relevant experience. Please forward applications to—

Temporary Work Register
Personnel Officer
ACT Magistrates Court
GPO Box 370
Canberra City ACT 2601

Contact Officer: Marion Wedlock (02) 6267 2785
CC: 148-9012-16915

**ACT Supreme Court
Sheriff's Office
Senior Sheriff's Officer**

Administrative Service Officer Class 4
\$37,499 – \$40,714, Canberra (PN. 43653)
Closing date: 15/11/01

Duties: Be responsible for the daily supervision of staff in the Sheriff's Unit and administrative matters including rostering for court duties, preparing statistics, field work, office duties and the information counter; allocate work according to priority. Be responsible for jurors within the trial process; prepare delegations and provide induction and training of new staff. Be responsible for selection of staff for casual and temporary work; oversee security and public safety within the precincts of the Court; other duties as directed.

Eligibility/other requirements: Current
Australian Drivers Licence (C Class)

Note: This is an expected vacancy
Contact Officer: Marion Wedlock (02) 6267 2785
Selection documentation may be obtained from
Nancy Whitbread (02) 6267 2706

Apply: 28
CC: 148-9012-16915

**ACT Corrective Services
Probation and Parole Unit
Program Co-ordinator Violent Offenders**

Professional Officer Class 2 \$45,171 – \$50,482,
Canberra (PN. 45676)

Closing date: 15/11/01

Duties: The successful applicant will be responsible for researching, developing, coordinating and delivering the violent offences program in Community Corrections. High level communication skills are required to liaise and negotiate with offenders, case managers, program facilitators, professional supervisors and stake holders to ensure program integrity and effectiveness. The successful applicant will be required to undertake psychological assessments and intervention with violent offenders who are non-voluntary and/or have challenging behaviour and provide quality assurance of case management practices and records. The ability to research, analyse and apply best practice in correctional interventions and offender rehabilitation is an important feature of the role.

Eligibility/other requirements: Eligibility for membership of the ACT Psychologist Registration Board required. Evening and weekend work may be required, either as time in lieu or on an overtime basis. The successful applicant will be required to undergo a criminal record check.

Contact Officer: Naomi Buick (02) 6207 0860
Selection documentation may be obtained from
Jeanette Barnes (02) 6207 0853
Apply: 28

CC: 148-9012-16898

**ACT Corrective Services
Probation and Parole Unit
Program Co-ordinator Family Violence**

Administrative Service Officer Class 6
\$45,171 – \$51,888, Canberra (PN. 45677/45680)
Closing date: 15/11/01

Duties: The successful applicants will be required to coordinate the existing family violence intervention program and/or coordinate the cognitive behavioural programs for male offenders either in the community or in custody and/or research and develop cognitive behavioural programs for female offenders. The ability to research, analyse and apply best practice in correctional interventions and offender rehabilitation is an integral feature of these roles. The successful applicants will require high level communication skills to liaise and negotiate with case managers, program facilitators, professional supervisors and stake holders. Ensure program success and integrity and to provide assistance and advice regarding correctional interventions. Successful applicants will be required to administer pre and post intervention assessment instruments for program evaluation, demonstrate an ability to work with non-voluntary and/or difficult clients and provide quality assurance of case management practices, records and reports under limited supervision.

Eligibility/other requirements: Relevant tertiary qualifications desirable. Evening and weekend work may be required, either as time in lieu or on an overtime basis. The successful applicant

EMPLOYMENT (Continued)

will be required to undergo a criminal record check.

Note: The positions may be filled either part-time or on a full time basis.

Contact Officer: Naomi Buick (02) 6207 0860

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

Apply: 28

CC: 148-9012-16898

ACT Corrective Services**Various Sections****Casual Custodial Officer Pool**

Custodial Officer Grade 1 Approximately \$16.00 - \$19.00 per hour (hourly rate including loading in lieu of leave but excludes applicable shift penalties) Canberra (PN. various)

Closing date: 15/11/01

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 work within ACT Corrective Services at any one of the three adult custodial facilities within Canberra. The relief pool is also used as a 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 psychological aptitude testing;
- A selection interview; and
- A medical examination; to demonstrate an appropriate level of health hand 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, 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.

Employment as a custodial officer will be dependent on successful completion of all components of training. Interested applicants are invited to attend and information session on Tuesday 6th November 2001 in the training room, 2nd floor, 197 London Circuit, corner London circuit and Akuna Street Canberra City. The session will be conducted at 1:00pm and 5:30pm.

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

DEPARTMENT OF URBAN SERVICES**Environment ACT****Executive Unit**

Administrative Service Officer Class 4 \$37,499 – \$40,715pa, Canberra (PN. 15208) (expected vacancy)

Closing date: 8 November 2001

Duties: The occupant of this position will be required to provide executive support to the Executive Director and Director. Perform financial and administrative functions, organise meetings and travel for the Executive Unit. Maintain database systems, undertake research and project work and write correspondence.

Note: Selection for the position will be made from applications and referee reports.

Contact Officer: Janine Goodwin (02) 6207 2410 janine.goodwin@act.gov.au

Selection documentation may be obtained from the Contact Officer.

Or from the recruitment home page:

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

Apply: 34

CC: 148-9028 17030

Parks and Conservation Section**West District Sub-section**

Ranger 3 \$37,499 - \$40,714pa, Canberra (PN. 13501)

Closing date: 15 November 2001

Duties: Under broad guidelines, direct, co-ordinate and control the field operations for a park reserve or management district which involves a wide range of management activities, including staff management, expenditure, and plant and equipment control.

Eligibility/other requirements: First Aid Certificate. Possession of a current driver's licence and the ability to work regular weekend and shift duty.

Contact Officer: Anna Farnham (02) 6207 2900
Selection documentation may be obtained from Sue Kumpus (02) 6207 2262

Or from the recruitment home page:

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

Apply: 34

CC: 148-9028 17218

Operations Group**ACT Procurement Solutions****ACT Contracts Section**

Information Technology Officer Class 2 \$45,171 - \$51,888pa, Canberra (PN. 17725)

Closing date: 15 November 2001

Duties: ACT Procurement Solutions is seeking an energetic and innovative person with strong skills in IT to improve and modernise existing business systems, establish new web-based applications, design and maintain a website and generally manage the IT infrastructure and assets of the Branch. This is a new position and offers an exciting challenge to the right person who takes pride in innovation, customer service and personal achievement.

Contact Officer: Greg Guyder (02) 6207 5557
greg.guyder@act.gov.au

Selection documentation may be obtained from Selina Hutchins (02) 6207 5542

selina.hutchins@act.gov.au

Or from the recruitment home page:

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

Apply: 34

CC: 148-9015 20686

EMPLOYMENT (Continued)**ACT LEGISLATIVE ASSEMBLY****Committee Office**

Senior Officer Grade C \$57,285 - \$61,767,
Canberra (PN. Several positions)

Closing date: 15/11/01

Duties: Committee Secretary. The staff of the Committee Office provide procedural advice and administrative and research support to the Standing and Select Committees of the Legislative Assembly. Committee secretaries generally work to one standing committee for the term of an Assembly and periodically to select committees.

Committee Secretaries are responsible to the Manager, Committee Office for assisting a committee with its inquiries. Duties include arranging private and public meetings, liaising with Government Agencies and other organisations, preparing briefing materials for inquiries, analysing information and preparing draft reports. Some project work for the Secretariat may also be required.

Eligibility/other requirements: Accounting or commerce qualifications are desirable for one of the positions.

Contact Officer: Maureen Weeks (02) 6205 0199
Selection documentation may be obtained from
Judy Moutia (02) 6205 0127

Apply: 18

CC: 148-9014-17021

**KINGSTON FORESHORE DEVELOPMENT
AUTHORITY****Administrative Service Officer Class 3, (PN:
13015)**

Salary Range: \$33,644 - \$36,310p.a

Applications close 15 November 2001

Duties: Under general direction: Provide administrative duties to the section including

- keyboard activities;
- telephone enquires;
- filing and associated matters; and
- maintain register for ministerials.

Prepare requests for purchase and period orders; pay accounts, and maintain register identifying commitment and expenditure against char of account; assist with monthly and financial reports; and arrange travel as required for IKFDA staff and board members.

Contact Officer/Selection Documentation Hazel Chappell on (02) 6205 0581

Please note that applications will not be acknowledged.

Apply: 35 or via email:

recruitment.officer@act.gov.au

**CANBERRA TOURISM AND EVENTS
CORPORATION****CTEC Manager Grade C (PN: 42459)
Contracts Manager**

Salary Range: \$57,756 - \$62,275p.a

Applications close 15 November 2001

Duties: Prepare and examine complex tender and contract documents to ensure compliance with CTEC's policies and procedures. Prepare Procurement Process Documentation in accordance with ACT Government Procurement Guidelines. Provide advice on contract and procedural matters associated with the tender process and make recommendations on procedures relating to contractual matters.
Contact Officer: Chris Sanchez (02) 6205 0698
Selection Documentation Penny MacCallum on (02)6205 0657

Note: This position 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

CC: 148-9031-17748

**Tourism and Events Officer Class 6 (PN: 43565)
Finance Officer**

Salary Range: \$45,617 - \$52,400p.a

Applications close 15 November 2001

Duties: Assist in the management of the corporation's finance and administration unit. Provide financial reports to the corporation members, Chief Executive Officer and external clients as necessary.

Contact Officer: Chris Sanchez (02) 6205 0698
Selection Documentation Penny MacCallum on (02)6205 0657

Note: This position 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

CC: 148-9031-17748

Appointments

ACT COMMUNITY CARE**Technical Officer Level 2 \$32,746 - \$37,689**

Peter Dunlop: 741-00258, Section 68(1), 15
October 2001

CC: 148-9009-16860

Administrative Service Officer Class 5

\$40,843 - \$43,309

Maya Haviland: 741-05438 Section 68(1), 22
October 2001

CC: 148-9009-17798

Administrative Service Officer Class 2

\$28,845 - \$31,986

Louise Hepperlin: 766-16573 Section 68(1), 19
October 2001

CC: 148-9009-16857

EMPLOYMENT (Continued)

CHIEF MINISTER'S DEPARTMENT

Senior Officer Grade C, \$61,666p.a
 Michael Anthony Brady, AGS No: 312-10916
 Section 68
 25 October 2001
 Strategic HR, Public Sector Management Group,
 Chief Minister's Department
CC: 148-9031-16949

Senior Officer Grade C, \$61,666p.a
 William John Fraser, AGS No: 769-10107
 Section 68
 22 October 2001
 Corporate Services, Chief Minister's
 Department
CC: 148-9031-17429

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Professional Officer Class 2 \$45,171 - \$51,888
 Janelle Olive Parks: 741-00936, Section 68(1),
 17 October 2001
 CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Service Officer Class 5 \$41,825 - \$44,349
 Janine Haskins: 741-66427, Section 68/70,
 18/10/01
 CC: 148-9012-16898

Administrative Service Officer Class 2 \$29,539 - \$32,755
 Ursula Helmy: 747-88128, Section 68/70,
 18/10/01
 CC: 148-9012-16909

Administrative Service Officer Class 6 \$45,171 - \$51,888
 Keith Brandy: 749-72814, Section 68/70,
 18/10/01
 CC: 148-9012*16898

EMERGENCY SERVICES BUREAU

Administrative Service Officer Class 6 \$45,171
 Roberta Liddell: 754-05213, Sections 68 & 70,
 25 October 2001
 CC: 148-9007-16846

General Service Officer Level 7 \$34,427
 Gary Mangelsdorf: 754-05205, Sections 68 & 70,
 18 October 2001
 CC: 148-9007-16846

Administrative Service Officer Class 3 \$33,644
 Kerrie Tuson-Edmondson: 754-04819, Sections
 68 & 70, 22 October 2001
 CC: 148-9007-16846

DEPARTMENT OF URBAN SERVICES

Administrative Service Officer Class 6 \$45,172 - \$51,888pa
 Brendan Cary Baxter: 772-38367, Section 68(1),
 22 October 2001
 CC: 148-9020 17776

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

Teresa Cremer: 772-38172, Section 68(1), 22
 October 2001
 CC: 148-9020 17088

Administrative Service Officer Class 6 \$45,172 - \$51,888pa

Terrence Parker: 772-38375, Section 68(1), 17
 October 2001
 CC: 148-9019 17278

DEPARTMENT OF TREASURY

Senior Officer Grade C, \$61,666p.a
 Daniel James Stewart, AGS No: 757-49788
 Section 68
 22 October 2001
 Economic Management, ACT Department of
 Treasury
CC: 148-9031-17253

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

EMPLOYMENT (Continued)

- you applied for the position and you are an officer or former officer of the ACTPS or APS and you are engaged in eligible public employment under the officers' mobility provisions in section 115 of the Act, or you are still covered by the provisions of the repealed Officers' Rights Declaration Act. However, you may only appeal if the position applied for is higher than the last position you held in the ACTPS or APS.

YOU CAN NOT APPEAL WHEN:

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

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

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

ADVICE TO POTENTIAL APPELLANTS

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

GROUND OF APPEAL

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

EFFICIENCY

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

- (2) For the purpose of forming an opinion as to the most efficient of the officers concerned, the Committee shall have regard to:
- (a) the abilities, qualifications, experience, standard of work performance and personal qualities of each officer, to the extent that the Committee considers that those matters are relevant to the

performance of the duties of the office; and
 (b) if and only if the Chief Executive who made the promotion has indicated that, for the purpose of forming an opinion under section 83, the Chief Executive had regard to the potential of officers for further career developments in the Service, or the ability of officers to perform the duties of other offices in the Department of the same or equal classification-that matter.

- (3) A reference in subsection (2) to the abilities, qualifications, experience, standard of work performance and personal qualities, potential for further career development in the Service, or ability to perform the duties of other offices in a Department is, in relation to an officer who is a returned soldier or who is or has been absent on specified defence service, a reference to the abilities, qualifications, experience, standard of work performance, personal qualities, potential for future career development in the Service, or ability to perform the duties of the offices concerned that, in the opinion of the Committee, the officer would 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;

EMPLOYMENT (Continued)

- Classification and salary scale of your substantive (i.e. your permanent) ACTPS position (and if you are a former officer or an APS officer or someone working for a statutory authority, details of your former ACTPS position, the current position you hold in the APS or the statutory authority);
- Office/branch and department or agency; and
- AGS number.

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

WHEN TO LODGE APPEALS

Appeals must be received by the Office of the Merit Protection Commission (MPC) at the address below, **by 4.51 p.m. on the 14th day after** the date of notification in the *Gazette*. (In the case of temporary performance appeals, the 14 day deadlines relates to the date on which the direction was first notified in the department.)

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

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

WHERE TO LODGE APPEALS

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

ADVICE TO PROMOTEES AND APPELLANTS

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

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

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

As a party to an appeal, you are entitled to access to:

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

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

The departmental statement will be available for you to see in the promoting department, generally at least seven (7) days before the date scheduled for the appeal hearing. It is up to you to seek access, but the department should advise you (and the other parties) when and where the statement is available for viewing.

The statements of parties are available at the MPC generally at least seven (7) days prior to the hearing date, and you should telephone the MPC to make an appointment to view them, once you have submitted your own statement. The responsibility for seeking access rests with each party, and PAC hearings will not be deferred if you fail to exercise your right of access. If for very good reason (e.g. geographical distance, illness etc.) you are unable to visit the MPC office, alternative access arrangements may be possible, and 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;

EMPLOYMENT (Continued)

(e) any views you may have about the departmental assessment of you;
and most importantly.

(f) reasons for your claim that you are more efficient than the other party or parties.

If you feel it is necessary to make any unfavourable comments about a party to the appeal, you should include these comments in your written statement. Parties to an appeal must have an opportunity to comment on any unfavourable observations. You should also note that your statement should not include material that breaches privacy requirements or any similar legislation.

PAC PROCEDURES

The PAC does not have to interview all or any of the parties to an appeal. Therefore, you should not rely on being granted an interview as the main opportunity to make your case. You should instead state your case as fully and as openly as possible in your written statement. If a PAC decides that parties are to be interviewed, you will be advised as early as possible of the date and place, usually through the recruitment/personnel area of your department.

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

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

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

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

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

If the PAC becomes aware of new material which relates to your work, which is significantly adverse to you, and could affect

your success in the appeal adversely, the PAC will inform you of the substance of the material and give you the chance to comment. If the PAC decides that it needs more information, it may also contact the department, any of the parties to the appeal, or referees or supervisors of the parties.

SUPERVISORS/REFEREES

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

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

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,

EMPLOYMENT (Continued)

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**Population Health Division
Health Promotion Unit
Healthpact**

Melanie Goppert: 607-89445
From: Administrative Service Officer Class 3
ACT Community Care
To: Administrative Service Officer Class 4
\$37,499 - \$40,714
Healthpact, ACT Department of Health, Housing
and Community Care, Canberra (PN. 24367) (37,
13/9/01)
CC: 148-9011-16889

THE CANBERRA HOSPITAL**The Canberra Hospital
Surgical SMT**

Helen Morton: 335-39395
From: APS Level 6
Australian Institute of Health & Welfare
To: Senior Officer Grade B \$65,794 - \$74,067
Surgical Service Management Team, The
Canberra Hospital, Canberra (PN. 24779
(Gazette 3 May 2001)
Note: Please note that this is a deemed
promotion under Section 115 (7) and is subject
to review by ACTGS officers.
CC: 1911

**Corporate Services
Business and Infrastructure
Mathew Leonard: 607-74286**

From: Administrative Services Officer Class 1
\$15,247 - \$28,207
Hotel Services/ Mailroom
To: Administrative Services Officer Class 2
\$28,760 - \$31,892
Communications, The Canberra Hospital,
Canberra (PN. 21085) (16.08.01)
CC: 1336

**Corporate Services
Business and Infrastructure
Stuart Couper: 261-63326**

From: Health Services Officer Level 3
\$26,406 - \$27,306
Hotel Services
To: Administrative Services officer Class 2
\$28,760 - \$31,892
Communications, The Canberra Hospital,
Canberra (PN. 21364) (16.8.01)
CC: 1336

**Nursing
Medical SMT
Emergency Department
Linda Spurrier: 607-92038**

From: Registered Nurse Level 1
\$32,664 - \$42,332
The Canberra Hospital
To: Registered Nurse Level 2 \$43,711 - \$46,474
Emergency Department The Canberra Hospital,
Canberra (PN. 27014) (27/9/01)
CC: 1612

ACT COMMUNITY CARE**ACT Community Care
Integrated Health Care Program**

Heather Manton: 607-99299
From: Registered Nurse Level 1
\$32,664 - \$40,951
The Canberra Hospital
To: Registered Nurse Level 2 \$43,841 - \$46,611
Integrated Health Care Program, Canberra (PN.
22700) (30 August 2001)
CC: 148-9009-17798

CALVARY HEALTH CARE ACT**Nursing Services
Ward 4E**

Fiona Grant: 261-57612
From: Registered Nurse Level 2
\$43,841 - \$46,611
ACT Community Care
To: Registered Nurse Level 3 \$50,804 - \$55,335
Ward 4E, Canberra (PN. 8364) (28 12/7/01)
CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT**M. Harvey AGS No 713-73832**

From: Senior Officer Grade C,
\$57,191 - \$61,666p.a
From: Chief Minister's Department
To: Senior Officer Grade B,
\$67,576 - \$76,073p.a
Policy Group, Chief Minister's Department
To: (PN: 55724)
30 August 2001
CC: 148-9031-17884

EMPLOYMENT (Continued)

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

**Children's, Youth and Family Services Division
Family Services Branch**

Child Protection Services Section

Rinkje Boothman: 766-17242

From: Family Service Worker Level 1

\$37,499 - \$44,349

Department of Education and Community Services

To: Professional Officer Class 2

\$45,171 - \$51,888

Child Protection Services Section, Department of Education and Community Services, Canberra (PN. 11549) (21 June 2001, No. 25)
CC: 148-9013-16917

**Children's, Youth and Family Services Division
Family Services Branch**

Child Protection Services Section

Victoria Jelfs: 747-76039

From: Family Service Worker Level 1

\$37,499 - \$44,349

Department of Education and Community Services

To: Professional Officer Class 2

\$45,171 - \$51,888

Child Protection Services Section, Department of Education and Community Services, Canberra (PN. 12763) (21 June 2001, No. 25)
CC: 148-9013-16917

**Children's, Youth and Family Services Division
Family Services Branch**

Child Protection Services Section

Jodie Lea Herbert: 755-68194

From: Family Service Worker Level 1

\$37,499 - \$44,349

Department of Education and Community Services

To: Professional Officer Class 2

\$45,171 - \$51,888

Child Protection Services Section, Department of Education and Community Services, Canberra (PN. 11526) (21 June 2001, No. 25)
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 Corrective Services
Belconnen Remand Centre
Jean Hotchkiss: 527-26102**

From: Administrative Service Officer Class 2

\$29,539 - \$32,755

Department of Justice and Community Safety

To: Administrative Service Officer Class 3

\$33,644 - \$36,310

Belconnen Remand Centre, Canberra (PN. 11308) (No 38 20/9/01)

CC: 148-9012-16898

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.

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

P. J. Lewis: 545-58480

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

Department of Urban Services

To: Senior Officer Grade B \$67,576 - \$76,073
Structure Planning and Design, Department of Urban Services, Canberra (PN. 15187) (05 July 2001)

CC: 148-9020 16924

**Policy Co-ordination Group
Road Transport Section**

J. M. Crompton: 715-93607

From: Administrative Service Officer Class 4

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

Department of Urban Services

To: Administrative Service Officer Class 6

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

Public Transport Sub-section Department of Urban Services, Canberra (PN. 10740) (13 September 2001)

CC: 148-9018 16922

Operations Group

City Operations

Road User Services Section

N. J. Mangeruca: 755-81057

From: Administrative Service Officer Class 3

\$33,644 - \$36,311pa

Department of Urban Services

To: Administrative Service Officer Class 4

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

Budget and Finance Subsection Department of Urban Services, Canberra (PN. 16676) (20 September 2001)

CC: 148-9015 17013

Retirements and dismissals

DEPARTMENT OF URBAN SERVICES

Section 143 Public Sector Management Act:
Daniel Henry Clark, Technical Officer Level 4,
19 October 2001

CC: 148-9019 17040

Corrigenda

DEPARTMENT OF URBAN SERVICES

ACT Forests

25 October 2001

Vacancy of GSO 4 (PN. 40466) should be (PN. 17802)

CC: 148-9029 16940

EMPLOYMENT (Continued)

Policy Coordination Branch, Industry Policy & Regulation, Long Service Leave Board,
 25.10.01The Gazette of 25.10.01 advertised the vacancy of this position but did not indicate that it is a part-time position (25 hours per week).
 CC: 148-9030 16941

Recruitment/Executive Officer
 Community and Health Services
 Complaints Commissioner's Office,
 GPO Box 1321, Canberra ACT 2601.
 36 The Recruitment Officer
 Faculty of Communication and
 Community Services
 Canberra Institute of Technology
 GPO Box 826
 Canberra City ACT 2601

ACT Public Service Index of addresses

- 05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Public Hospital. PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606
- 17 Resource Advisor, Business Services Bureau, Department of Health, Housing and Community Care, PO Box 11, Woden ACT 2606
- 18 The Personnel/ HR Officer, ACT Legislative Assembly Secretariat, GPO Box 1020, Canberra ACT 2601
- 20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611
- 21 Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601
- 23 Recruitment Officer, Central Office, (Level 2 North Building) Department of Health, Housing and Community Care, GPO Box 825, Canberra City ACT 2601
- 28 Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608
- 30 The Secretary, Milk Authority of the ACT, GPO Box 1110, Canberra ACT 2601
- 31 The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226, Civic Square ACT 2608
- 34 Applications Officer, Urban Services, GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of Treasury and Infrastructure, GPO Box 158, Canberra ACT 2601.

GOVERNMENT NOTICES

AUSTRALIAN CAPITAL TERRITORY

Under section 4 of the Custodial Escorts Act 1998, I hereby appoint:

BAYNHAM Margaret;
PROSSER Tamara;
GRAHAM Ben;
YANNY Peter;
RODDA Matthew;
VISSER Daniel;
KEMP Glen;
BEAVER Jeff;
SPENCE Christopher

To be custodial escorts.

Dated this 24 day of October 2001

MICHAEL OCKWELL
Acting Director

GOVERNMENT NOTICES (Continued)

Australian Capital Territory

Mental Health Officer

made under the

Mental Health (Treatment and Care) Act 1994, s 119 (Mental Health Officers)

I make the following appointment

CATHERINE MAY LIVERMORE

Richard Anthony Clarke
Executive Director
Mental Health Services
12 October 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

Mental Health (Treatment and Care) Act 1994

APPOINTMENT OF MENTAL HEALTH OFFICERS

EXPLANATORY STATEMENT

Subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994* allows the appointment of Mental Health Officers. Under subsection 5(1) of the *Administration Act 1989* the Minister, on 14 December 2000, delegated his powers and functions under Section 119 of the *Mental Health (Treatment and Care) Act 1994* to the Executive Director of Mental Health Services, The Canberra Hospital.

The Instrument appointing one Mental Health Officer is attached. This Instrument has been signed by the Executive Director, Mental Health Services, The Canberra Hospital.

This appointment is required to enable the officer to perform duties as a Mental Health Officer under the *Mental Health (Treatment and Care) Act 1994*.

The appointed Mental Health Officer is a public servant, and therefore, under paragraph 6 (a) of the *Statutory Appointments Act 1994*, the instrument appointing the Mental Health Officer is not a disallowable instrument.

GOVERNMENT NOTICES (Continued)

Australian Capital Territory

Mental Health Officer

made under the

Mental Health (Treatment and Care) Act 1994, s 119 (Mental Health Officers)

I make the following appointment

KORINNE MAY TULLOH

Richard Anthony Clarke
Executive Director
Mental Health Services
19 October 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

Mental Health (Treatment and Care) Act 1994

APPOINTMENT OF MENTAL HEALTH OFFICERS

EXPLANATORY STATEMENT

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GOVERNMENT NOTICES (Continued)

Australian Capital Territory

Mental Health Officer

made under the

Mental Health (Treatment and Care) Act 1994, s 119 (Mental Health Officers)

I make the following appointment

KEITH ERNEST SMITH

Richard Anthony Clarke
Executive Director
Mental Health Services
19 October 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

Mental Health (Treatment and Care) Act 1994

APPOINTMENT OF MENTAL HEALTH OFFICERS

EXPLANATORY STATEMENT

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01/2114