



Australian Capital Territory

Gazette

No. 46, Thursday 15 November, 2001

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

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

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

Purchasing and Subscriptions

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

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EMPLOYMENT

ACT Public Service

Executive Contracts

Termination

CHIEF MINISTER'S DEPARTMENT

Katie Reardon
 Canberra Tourism and Events Corporation
 Director, Events (E167)
 2.11.01

General Information

Eligibility to apply for advertised vacancies

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

- the Chief Executive has decided that because of cost or operational efficiency a vacancy should be advertised as open only to permanent officers and groups with eligibility rights. Restricted positions will be marked #
- a former officer is restricted from re-employment under section 114 of the Public Sector Management Act 1994.

Groups with eligibility rights are:

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

Excess Officers – ACTPS Officers who have been formally declared excess and who apply for transfer to any advertised permanent vacancy must be considered for in isolation

from, and not in competition with, other applicants. Where more than one excess officer applies, a merit selection process should first be conducted between the excess officers.

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

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

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

Vacancies

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

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

Business Services Bureau Supply Services Section Warehousing and Distribution and Courier Services

General Services Officer Level 3,
 \$26,098 - \$27,121, Canberra (PN. Several)
 Closing date: 29 November 2001

Duties: Under regular supervision perform a range of stores or driver tasks. Maintain vehicles and stores areas in a clean and hygienic state. Issue, receipt, storage and distribution of goods.

Eligibility/other requirements: Hold or is eligible to obtain a Class 2 motor vehicle licence and fork-lift licence.

Contact Officer: Graeme Tye (02) 6205 0814
 Selection documentation may be obtained from Sue Goode (02) 6205 0809

Apply: 23
 CC: 148-9011-16882

Business Services Bureau Supply Services Section Warehousing and Distribution and Courier Services

General Services Officer Level 4,
 \$27,121 - \$28,364, Canberra (PN. Several)
 Closing date: 29 November 2001

Duties: Perform a range of stores or driver tasks. Maintain vehicles and stores areas in a clean and hygienic state. Issue, receipt, storage and distribution of goods.

Eligibility/other requirements: Holds or eligible to obtain a Class 2 motor vehicle licence and fork-lift licence. Officers tasked to drive 6 tonne vehicles are required to hold a Class 4 motor vehicle licence.

EMPLOYMENT (Continued)

Contact Officer: Graeme Tye (02) 6205 0814
 Selection documentation may be obtained from
 Sue Goode (02) 6205 0809
 Apply: 23
 CC: 148-9011-16882

ACT HOUSING
Business Services Group
Stock Revitalisation
Senior Officer Grade A
Position Number: 30326
Salary \$78,482

Opportunity in Strategic Asset Management
 ACT Housing provides housing for 30,000
 Canberra residents through a property portfolio
 of about 11,500 properties valued at \$1.5bn.
 We are seeking a senior Manager for the
 Business Management Group which manages
 these properties and is responsible for:

- Two large facility management contracts (total value of \$90m over three years) to deliver all maintenance and property services to the portfolio;
- An annual construction and purchase program of between \$20 and 30m to rejuvenate stock to meet modern community standards;
- Revitalisation of 24 major multi-unit properties over a 10 year period;
- Intensive audit and quality assurance;
- Continued refinement of strategic asset management measures to produce improved housing quality.

The successful person will need skills and experience in property, project and contract management and a high level of analytical and system skills.

Please note:

- All applicants will need to demonstrate, in their application, that they meet the selection criteria of the position that is contained in the package. Information is also available at www.housing.act.gov.au
- Relocation costs will not be paid for appointees

Contact Person for the position: Miriam Jamieson (02) 6207 5440

To obtain a selection documentation package please call:

(02) 6207 1329 (Answering Machine)

Applications addressing the Selection Criteria should be forwarded to:

Manager, Strategic Corporate Services

ACT Housing

Locked Bag 3000

BELCONNEN ACT 2616

or may delivered to:

ACT Housing

Ground Floor

Nature Conservation House

Cnr Emu Bank and Benjamin Way

BELCONNEN ACT 2617

APPLICATIONS CLOSE 29 NOVEMBER 2001

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

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

Successful applicants will become permanent officers (unless noted otherwise) of the ACT Public Service on attractive terms and conditions. Australians from culturally and linguistically diverse background, Aboriginal and Torres Strait Islanders, people with a disability and women have an equal opportunity for employment to the ACTPS. An appropriate selection panel will be formed, or special needs addressed, if requested by a member of one of those groups.

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

CC 148-9021 17244

Population Health Division
Health Protection Service
Vaccine Delivery Service

Administrative Service Officer Class 2
 \$29,539 - \$32,755, Canberra (PN. 26148)
 Closing date: 29 November 2001

Duties: Under general direction deliver vaccines and immunisation resources to immunisation providers in the ACT on a daily basis, according to recommended vaccine transport and storage guidelines. Maintain the vaccine inventory database. Conduct a weekly stocktake of vaccine supplies. Perform a range of other related clerical/keyboard duties.

Eligibility/other requirements: Knowledge of vaccines on the Australian Standard Vaccination Schedule desirable. Drivers licence essential.

Contact Officer: Hilary McClure (02) 6205 1008
 Selection documentation may be obtained from Hilary McClure (02) 6205 1008

Apply: 20

CC: 148-9011-16889

ACT COMMUNITY CARE

Child, Youth and Women's Health Program
Migrant Health Unit

Administrative Services Officer Class 6
\$44,111 - \$50,670 pro rata

Salary packaging with FBT exemption under PBI conditions is available.

The Child Youth and Women's Health Program is seeking an experienced educator to implement a community education program to support the enacted legislation that makes Female Genital Mutilation illegal in the ACT.

The successful applicant will have a demonstrated ability to develop and implement community education programs to non English communities and other key groups, a capacity to liaise with ethnic communities and health care providers, an ability to manage culturally sensitive issues, an understanding of women's health and child welfare issues and an understanding of government policies and processes.

Note: The position is permanent part-time, up to 20 hours per week.

Selection documentation and enquiries: Colleen Crane and/or Pat Harley,
 (02) 6205 3333

Applications close: 29 November 2001

Apply: 21

CC: 148-9009-16857

EMPLOYMENT (Continued)**Child, Youth & Women's Health Program
Migrant Health Unit****Administrative Service Officer Class 4****\$36,619 - \$39,759 pro rata**

Salary packaging with FBT exemption under PBI conditions is available.

Position No: 22610

Duties: To provide health care interpreting services for Cantonese and Mandarin speaking clients

Eligibility: Mandatory qualifications apply.

Current driver's licence.

Note: This position is permanent part-time 25 hours per week

Contact Officer: Colleen Crane (02) 6205 3333

Selection documentation: Pat Harley

(02) 6205 3333

Applications close: 29 November 2001

Apply: 21

CC: 148-9009-16857

**Alcohol and Drug Program
Alcohol and Other Drug Graduate Trainees****Administrative Service Officer Class 5****\$40,843 - \$43,309****Professional Officer Class 1****\$30,761 - \$43,155****Registered Nurse Level 1****\$32,761 - \$42,458**

Multi-classified positions to be filled at one of the above levels.

Several positions

Alcohol and Drug Program is seeking applications from suitably qualified individuals to fill these newly created positions. The successful candidates will be engaged in a six-month training program designed to develop practical skills and knowledge to equip them for a rewarding professional career in the alcohol and other drug sector. With appropriate support and supervision, the successful candidates will be engaged in a range of case management activities with clients of the Alcohol and Drug Program, and participate in the design, implementation and evaluation of health promotion and community development activities.

Eligibility: Appropriate undergraduate level qualifications in a health or social science discipline at PO1 and RN1 level.

Note: Positions are for a period of six months, during which the successful candidates will be expected to participate in a comprehensive and structured skills development program.

Successful candidates may be required to work in a variety of locations and be on-call as required.

Contact Officer: Donna Bull (02) 6205 2121

Selection Documentation: Katrina Gerholt

(02) 6205 2121

Applications close: 29 November 2001

Apply: 21

CC: 148-9009-16852

Disability Program**Disability Support Officer Level -1****Permanent Full Time, Part time & Casual Positions****(\$27,794 - \$28,907pa)****(Penalty payments increase the base income, salary will be pro rata on hours worked)**

Do you want an interesting and stimulating career? By becoming a Disability Support

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

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

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

Applications Close: 30 November 2001

Apply: 21

CC: 148-9009-16861

Integrated Health Care Program**Link Team****Registered Nurse Level 2 \$43,841 - \$46,611, Canberra (PN 20141)**

Salary packaging with FBT exemption under PBI conditions is available.

Closing date: 29 November 2001

The Link team provides discharge planning to patients at both The Canberra and Calvary Hospitals. The team also provides direct nursing services, 24 hrs a day, to clients with a broad range of needs within the ACT community. This service is an integral component within ACT Community Care. Duties: The successful applicant will be required to be able to work night duty shifts including weekends. Nurses interested in working with the team should have a wide range of experience in nursing, be committed to the principles of thorough multi-disciplinary discharge planning and primary health care. This position requires an ability to work autonomously, with minimal supervision, and a high level of problem solving ability.

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

A minimum of 5 years post registration experience. Current drivers licence essential.

Note: This position is a part time permanent night duty position, 30 hrs per fortnight.

Contact Officer: Mark Gaukroger (02) 6205 2850

Selection documentation may be obtained from Alison Wark (02) 6244 3308

Apply: 21

CC: 148-9009-17798

Dental Health Program**Director and Support****Administrative Service Officer Class 6****\$44,590 - \$51,220****Professional Officer Class 2 \$44,590 - \$49,833
Canberra (PN. 29213)**

Position to be filled at one of the above levels.

Closing date: 29 November 2001

Duties: The Dental Health Program has a temporary part-time vacancy for a 12 month period in the Oral Health Promotion area. The position involves the development, planning and facilitation of oral health promotion

EMPLOYMENT (Continued)

programs in collaboration with Dental Health Program Managers.

Duties involve coordinating and evaluating health promotion programs, reporting on oral health promotion activity, staff training and development, management of resources, and collaboration with key interest groups.

Eligibility/other requirements: Relevant tertiary qualifications and/or experience in health promotion, community development, primary health care and/or adult education highly desirable.

Note: This position is part-time, 18:22 hours per week

Contact Officer: Ros Garrity (02) 6205 1384

Selection documentation may be obtained from Jantsen Lam (02) 6205 1088

Apply: 21

CC: 148-9009-16860

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.

Pathology Services

Administration

Senior Officer Grade C \$55,684 - \$60,040, CANBERRA (POSITION Number 21324)

Closing date: 29 November 2001

Duties: Contribute to the effective financial planning and development of resource allocation strategies for ACT Pathology and the Canberra Clinical school. Assist the Director of Business Operations and the Dean of the Clinical School in the preparation of budgets for ACT Pathology and the Canberra Clinical School.

Eligibility/other requirements: Tertiary qualifications in accounting, eligibility for ASCPA or ICA membership highly desirable
Contact Officer: Wendy Edwards (02) 6244 2893
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2566

Apply: 16

CC: 3111

Medical SMT - Nursing

ACT and Region Hepatitis Service

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

Closing date: 29 November 2001

Duties: Conduct and coordinate clinical trials in Hepatitis C treatment. Develop and implement protocols and health care plans. Monitor responses to antiviral treatments and maintain a database of trial information. Provide nursing support to medical officers working in the hepatitis clinic in the screening process of patients seeking treatment.

Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Registration Board. Minimum of five years recent post registration experience, with expert knowledge of Viral Hepatitis and clinical experience with Hepatitis B and C.

Note: There is currently one full time and two part time (3 days per week) positions available.

Contact Officer: Pauline Green (02) 6244 4080
Selection documentation may be obtained from Pauline Green (02) 6244 4080

Apply: 16

CC: 1733

Medical SMT

Radiation Oncology

Administrative Service Officer Class 2, \$28,760 - \$31,892, Canberra (PN. 27249)

Closing date: 22 November 2001

Duties: Control and maintain patient records in the Unit including filing records and correspondence, photocopying and requisition of office supplies. Under general direction provide a range of administrative and clerical functions for the Unit including reception services, screen telephone calls for appropriate action and liaise with other departments as required.

Eligibility/other requirements: Proven keyboard and computer skills and a knowledge of medical terminology highly desirable.

Note: This position was incorrectly advertised in the Gazette of 1 November 2001

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

Psychiatric Services Unit

Registered Nurse Level 2 \$43,711 - \$46,474, Canberra (PN. 22320 & 22497)

Closing date: 29 November 2001

Duties: ACT Mental Health Services are seeking applications from qualified Mental Health Nurses to fill several permanent full-time vacancies in the 30 bed acute inpatient Psychiatric Services Unit.

The successful applicants will provide direct patient care working within a multi disciplinary team. Nursing staff in the ACT have access to salary packaging benefits, scholarships and a generously funded Superannuation scheme. Current and previous public sector employment may be recognised for long service and sick leave purposes. Negotiations are also well underway to further increase nursing pay rates and conditions.

EMPLOYMENT (Continued)

Eligibility/other requirements: Registered with the ACT Nurses Registration Board as a Mental Health Nurse or a General Nurse with Psychiatry.

Contact Officer: Sheryl Hall (02) 6244 3223

Selection documentation may be obtained from Nursing Recruitment (02) 6244 2257

Apply: 16

CC: 2254

CALVARY HEALTH CARE ACT**Nursing Services
Midcall**

Registered Nurse Level 2 \$46,073 - \$48,985, Canberra (PN. 8667)

Closing date: 23 November 2001

Duties: Provide direct patient care of varying complexity, utilising the nursing process and incorporating a risk assessment approach while working within the prescribed legislation.

Eligibility/other requirements: Registered as a Midwife with the ACT Nurses Board. Current drivers licence.

Note: Part time 56 hours per fortnight. TTY 6201 6127

Contact Officer: Sue Minter (02) 6201 6162

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

Apply: 07

CC: 148-9094-17781

**Nursing Services
Nursing Administration**

Associate Director of Nursing\$ NFP, Canberra (PN. 9068)

Closing date: 23 November 2001

Duties: Provide professional leadership in the strategic planning and management of clinical care across a number of clinical units. Develop, implement and evaluate strategy, policy and processes for the Nursing Division to improve nursing practice standards.

Eligibility/other requirements: Registration, or eligibility to register as a General Nurse with the ACT Nurses Board.

Note: TTY 6201 6127

Contact Officer: Heather Austin (02) 6201 6160

Selection documentation may be obtained from Heather Austin (02) 6201 6160

Apply: 07

CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT**Canberra Connect
ACT Information Services
Administrative Service Officer Class 6
(PN: 55725)**

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

Applications close 29 November 2001

Duties: Lead and manage and support a team of Customer Service Representatives (CSR's) responsible for the provision of a range of services delivered by Canberra Connect. Lead, coach, develop and motivate individuals and team members towards shared goals, including formal performance management.

Contact Officer/Selection Documentation: Kathy Porter (02) 6207 5677

and is also available from

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

Apply: **06 or via email:**

recruitment.officer@act.gov.au

CC: 148-9031-19558

Policy Group

Senior Officer Grade B (PN: 55340)

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

Applications close 29 November 2001

Duties: As a manager, with a high degree of independence: Coordinate briefs to the Chief Minister on a range of data released by the Australian Bureau of Statistics, and other data producing organisations. Coordinate the production and dissemination of briefings and reports to the Executive, Government departments and other users.

Qualifications: Tertiary qualifications in economics or related disciplines are highly desirable.

Contact Officer: Ian Hubbard (02) 6205 0688

Selection Documentation: Marilyn Deas

(02) 6205 0599 and is also available from

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

Apply: **06 or via email:**

recruitment.officer@act.gov.au

CC: 148-9031-17884

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES**

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

<http://www.decs.act.gov.au/department/>

[department.htm](http://www.decs.act.gov.au/department/department.htm) or may be requested using

email to decs.jobs@act.gov.au. Applications

may also be sent via email to:

decs.employment@act.gov.au

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

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

Mount Neighbour Primary School

Teacher Level 2 \$58,500, Canberra (PN. 3692)

Closing date: 22 November 2001

Duties: Ability to provide support to the Principal and to provide leadership in outcomes based curriculum development. Leadership and expertise in early Literacy and Numeracy and IT inclusivity in work practices essential.

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

EMPLOYMENT (Continued)

Contact Officer: Anne Greenham (02) 6205 7355
 Selection documentation may be obtained from the Contact Officer (02) 6205 7355
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Weston Primary School

Teacher Level 2 \$58,500, Canberra (PN. 3791)
 Closing date: 22 November 2001
 Duties: Provide effective leadership and guidance in the development, administration and evaluation of specific educational programs and policies including Student Management and integrated curriculum initiatives.
 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: Alison McGregor (02) 6205 7933
 Selection documentation may be obtained from the Contact Officer (02) 6205 7933
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Kaleen High School

Teacher Level 2 \$58,500, Canberra (PN. 4243)
 Closing date: 22 November 2001
 Duties: Provide leadership to the Student Welfare Team. Coordinate the learning assistance program.
 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: Lance Chapman (02) 6205 5811
 Selection documentation may be obtained from the Contact Officer (02) 6205 5811
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Kaleen High School

Teacher Level 2 \$58,500, Canberra (PN. 2614)
 Closing date: 22 November 2001
 Duties: Coordinate school curriculum development. Provide leadership to Science and Agriculture.
 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: Lance Chapman (02) 6205 5811
 Selection documentation may be obtained from the Contact Officer (02) 6205 5811
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Giralang Primary School

Teacher Level 2 \$58,500, Canberra (PN. 2271)
 Closing date: 22 November 2001
 Duties: Provide leadership in a small school; multi-age environment with fully integrated special needs students. Expertise in student management and curriculum development. Skills in developing programs for Gifted and

Talented students, transition to high school.
 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: Dianne Herbert (02) 6205 5866
 Selection documentation may be obtained from the Contact Officer (02) 6205 5866
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Dickson College

Teacher Level 2 \$58,500, Canberra (PN. 2697)
 Closing date: 22 November 2001
 Duties: Provide quality leadership in the areas of Science and applied studies.
 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: Wendy Coutts (02) 6205 6455
 Selection documentation may be obtained from the Contact Officer (02) 6205 6455
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Stromlo High School

Teacher Level 2 \$58,500, Canberra (PN. 2612)
 Closing date: 22 November 2001
 Duties: Lead and manage the Visual and Performing Arts faculty with additional administrative duties; eg special events.
 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: Di Scobie (02) 6205 6166
 Selection documentation may be obtained from the Contact Officer (02) 6205 6166
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Gold Creek School

Teacher Level 2 \$58,500, Canberra (PN. 3695)
 Closing date: 22 November 2001
 Duties: Provide leadership in student management and administrative support at the Primary Site (Years K-5).
 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: Bill Maiden (02) 6205 2955
 Selection documentation may be obtained from the Contact Officer (02) 6205 2955
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Gold Creek School

Teacher Level 2 \$58,500, Canberra (PN. 6933)
 Closing date: 22 November 2001
 Duties: Provide leadership in student management and administrative support at the Senior Site (Years 6-10).

EMPLOYMENT (Continued)

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: Bill Maiden (02) 6205 2955
 Selection documentation may be obtained from the Contact Officer (02) 6205 2955
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

**Sport and Corporate Resources Division
 Bureau of Sport and Recreation Branch
 Active Lifestyles Services Section**
 Administrative Service Officer Class 6
 \$45,171 - \$51,888, Canberra (PN. 13648)
 Closing date: 29 November 2001
 Duties: Manage the Bureau's sport and recreation grants program. This program provides financial support to ACT sport and recreation organisations to enable them to increase services to the community.
 Contact Officer: Michael Amato (02) 6207 2314
 Selection documentation may be obtained from the Contact Officer (02) 6207 2314
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

**Human Resources Branch
 Workforce Relations and Legal Services Section**
 Administrative Service Officer Class 6
 \$45,171 - \$51,888, Canberra (PN. 13340)
 Closing date: 29 November 2001
 Duties: Prepare advice and participate in consultation and negotiations on employee relations matters and a variety of other issues including administrative law, personnel, complaints and litigation matters.
 Contact Officer: Anne Siripol (02) 6205 9151
 Selection documentation may be obtained from Margaret Puniard (02) 6205 9149
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

**Sport and Corporate Resources Division
 Bureau of Sport and Recreation Branch
 Active Lifestyles Section**
 Administrative Service Officer Class 6
 \$45,171 - \$51,888, Canberra (PN. 43337)
 Closing date: 29 November 2001
 Duties: Provide assistance and support to ACT sport and recreation organisations to ensure their efficiency in delivering programs and services to the community.
 Contact Officer: Keith Meskell (02) 6207 2069
 Selection documentation may be obtained from the Contact Officer (02) 6207 2069
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

**Sport and Corporate Resources Division
 Bureau of Sport and Recreation Branch
 Active Lifestyles Services Section**
 Administrative Service officer Class 5
 \$41,825 - \$44,349, Canberra
 (PN.3863, expected vacancy)
 Closing date: 29 November 2001.
 Duties: Assist in the management of the Bureau's sport and recreation grants program. This program provides financial support to ACT sport and recreation organisations to enable them to increase services to the community.
 Contact Officer: Michael Amato (02) 6207 2314
 Selection documentation may be obtained from the Contact Officer (02) 6207 2314
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

**Sport and Corporate Resources Division
 Bureau of Sport and Recreation Branch
 Active Lifestyles Services Section**
 Administrative Service Officer Class 5
 \$41,825 - \$44,349, Canberra (PN. 506)
 Closing date: 29 November 2001
 Duties: Coordinate the Bureau's web based communication strategy that provides services to the ACT sport and recreation community and general information to the public.
 Contact Officer: Henny Oldenhove
 (02) 6207 2068
 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

CANBERRA INSTITUTE OF TECHNOLOGY

**Faculty of Science & Technology
 Department of Health Sciences**
 Teacher Band 2 \$63,709, Canberra (PN. 51868)
 Closing date: 29 November 2001
 Duties: As Head of Department efficiently and effectively manage, administer and co-ordinate the activities of a delivery unit. Assist in the development, review and evaluation of educational programs. Provide professional educational leadership. Plan, distribute and utilise financial, human and physical resources to achieve performance targets. Liaise with industry, community and educational organizations
 Eligibility/other requirements: A degree or diploma in adult education or equivalent. Three years experience in TAFE or similar environment. Industry experience and relevant discipline qualifications.
 Note: This position is for temporary transfer or temporary employment for a period of up to five years.
 Contact Officer: Kathryn Korsch (02) 6207 4044
 Selection documentation may be obtained from Marisa Pesic (02) 6207 4166
 Apply: The Recruitment Clerk, Faculty of Science & Technology,
 GPO Box 826 Canberra ACT 2601
 CC: 148-9024-18551

EMPLOYMENT (Continued)**Faculty of Science & Technology
Department of Electrotechnology**

Senior Teaching Post \$57,506 Canberra
(PN 51398)

Closing date: 29 November 2001

Duties: Under general direction, perform educational tasks & incidental duties including organizing and co-ordinating project teams. Provide educational leadership to encompass quality or educational delivery and quality of assessment and learning strategies.

Eligibility/other requirements: Degree, Diploma or equivalent qualifications in Education or related discipline. Relevant trade qualification in electrotechnology.

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

Contact Officer: Colin Burns (02) 6207 4124
Selection documentation may be obtained from Marisa Pesic (02) 6207 4166

Apply: The Recruitment Clerk, Faculty of Science & Technology, GPO Box 826 Canberra ACT 2601

CC: 148-9024-18551

**Education Delivery
Faculty of Design
Fashion Arts and Design**

Teacher Band 1 \$36,310 to \$52,717, Canberra
(PN. 51126)

Closing date: 29 November 2001

Duties: Under general direction from the Education Manager undertake a range of functions directly related to education delivery. Organise and/or lead relevant field work and student excursions, coordinate exhibitions, fashion parades and promotion of student work. Counsel and advise students on their programs of study and other issues relevant to their studies.

Note: This position may be offered on contract.
Contact Officer: Eileen Parkin (02) 6207 3703
Selection documentation may be obtained from Steve Greig (02) 6207 3447 or via email:

steve.greig@act.gov.au

Apply: 11

CC: 148/9024/18554

**Education Delivery
Faculty of Design
Fashion Arts and Design**

Teacher Band 1 \$36,310 to \$52,717, Canberra
(PN's. 51125, 52021)

Closing date: 29 November 2001

Duties: Under general direction from the Education Manager undertake a range of functions directly related to education delivery. Organise and/or lead relevant field work and student excursions, coordinate exhibitions, fashion parades and promotion of student work. Counsel and advise students on their programs of study and other issues relevant to their studies.

Note: These positions are offered at .5 load and for a 3 year contract.

Contact Officer: Eileen Parkin (02) 6207 3703
Selection documentation may be obtained from Steve Greig (02) 6207 3447 or via email:

steve.greig@act.gov.au

Apply: 11

CC: 148/9024/18554

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

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

**ACT Corrective Services
Probation & Parole Unit**

Administrative Service Officer Class 5
\$41,825 – \$44,349, Canberra

(PN.46199 & 46200)

Closing date: 29 November 2001

Duties: Within the context of maximising community safety, the successful applicants will be responsible for providing complex correctional assessments and intervention plans addressing the criminogenic risk/need factors of individual offenders and provide reports to courts, releasing authorities and stakeholders.

This position requires the case management of offenders subject to community based orders to address criminogenic risk/need factors, the implementation of correctional intervention strategies and evaluation of outcomes. Applicants will be required to have well developed inter-personal skills, an ability to resolve conflict and written skills of a high standard.

Eligibility/other requirements: Aboriginality is considered essential (Section 42,

Discrimination Act 1991). Relevant tertiary qualifications in psychology or other related fields such as social work, social sciences, social welfare would be an advantage. The successful candidate/s will be required to undergo a criminal record check.

Contact Officer: Naomi Buick (02) 6207 0960
Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853

Apply: 28

CC: 148-9012-16898

**ACT Supreme Court
Personal Staff Section
Personal Assistant**

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

(PN. 2131 This is an expected vacancy)

Closing date: 29 November 2001

Duties: Provide general administrative assistance to the Master of the ACT Supreme Court and ensure the provision of office services relevant to the operations of Chambers. Undertake less complex research and investigations and draft associated correspondence. Filter telephone calls to the Master's Chambers and respond to less complex inquiries on the Master's behalf. Arrange travel, conferences and appointments and maintain index and custody of Chambers correspondence. Attend Court with the Master as required

EMPLOYMENT (Continued)

Contact Officer: Ann Tranter (02) 6267 2745
Selection documentation may be obtained from
Nancy Whitbread (02) 62672 706

DEPARTMENT OF URBAN SERVICES

City Management Group Roads ACT

Asset Creation Section

Urban Services is an organisation that takes pride in delivering the services the ACT community relies on every day. The mix of State and Municipal services we provide include waste management, bus services, roads and related infrastructure. In this context, Roads ACT manages assets in excess of \$5.2 Billion and includes 5,700 kilometres of road, over 1,000 bridges, 3,000 kilometres of stormwater pipes and channels. Roads ACT manages a range of projects that are Federally funded, as well as ACT Government funded works.

Capital Works Co-ordinator Senior Professional Officer Grade B, remuneration in the range of \$67,576 to \$76,073 per annum

We are seeking to appoint a Capital Works Co-ordinator whose major role will be to observe the development and commissioning of a \$150 Million capital works program for the ACT over the next four years. The successful candidate will manage the diverse portfolio of projects including major federally funded developments to assist with the rehabilitation of existing assets or the creation of new assets. The work will be managed and prioritised to take into consideration the negotiated time and budget constraints associated with delivering individual projects which form the various programs. The delivery of the program within time and on budget will be the key measure of successful performance of the role. You will be extremely well organised with the capacity to manage the range of individual projects and have the experience and expertise to deal with issues that may impact on the delivery and cost of work programs. Your proven track record in the area of capital works will ideally be in roads. You will possess a broader strategic perspective and appreciation of the range of environmental, social and political sensitivities associated with the delivery of a holistic capital works program for Roads ACT. Appropriate tertiary qualifications in Engineering are essential.

Asset Acceptance Co-ordinator Senior Professional Officer Grade C, remuneration in the range of \$57,192 to \$61,666 per annum

We are seeking to appoint an Asset Acceptance Co-ordinator who will be responsible for assisting in the day to day co-ordination of the Asset Inspection and Acceptance Program. As the successful applicant, you will be responsible for certification of acceptance at every stage of capital works and asset development. In addition, you will conduct site inspections during construction for both government and private sector developed assets. You will provide strategic and

technical advice to the Manager, Asset Creation Unit. Communication and liaison with internal and external groups and the preparation of advice and reports in relation to asset inspection and acceptance are also key elements of the role.

The successful candidate will possess well developed management skills, along with demonstrated knowledge and understanding of the asset inspection and acceptance process, asset creation process and standards for design and construction. You will possess excellent interpersonal and people management skills and a commitment to staff development. Appropriate tertiary qualifications in Civil Engineering or relevant Technical qualifications are essential.

Interested applicants should telephone (02) 9252 2393 for a confidential discussion, or send their resume; by e-mail to

alison@profilerayberndtson.com.au

Alternatively, fax to (02) 9252 2606 or post to PO Box R247, Royal Exchange NSW 1225. All applications should quote Reference Number 706AM and must be received by close of business Friday, 30 November 2001.

Or from the recruitment home page:

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

CC: 148-9019 17040

Planning and Land Management Group Land Information and Building Services Branch Building, Electrical and Plumbing Control (BEPCON) Team

Senior Officer Grade A/B \$67,576 - \$78,482, Canberra (PN. 15181)

Closing date: 29 November 2001

Duties: The Land Information and Building Services Branch is seeking an experienced person to manage the strategic direction of the Building, Electrical and Plumbing Control Team. The successful person will be primarily responsible and accountable for the formulations of work objectives and development and maintenance of policies in the Branch. This position demands a high order of professional expertise and substantial knowledge of policies, legislation and technical requirements associated with both the construction industry in the ACT and the functions and programs of PALM.

Applicants must show demonstrated experience in delivering organisational goals and outcomes, both personally and through leading others: have proven management and leadership skills of a high order including expertise in managing staff performance and, facilitate the transfer of skills, experience, technologies and processes across BEPCON. Eligibility/other requirements: Tertiary qualifications in an engineering discipline. Demonstrated skills and expertise in building and/or construction industry and in construction project management would be an advantage. Evidence of higher level training including graduate or post graduate management studies would be desirable.

EMPLOYMENT (Continued)

Note: The salary of the successful applicant will be negotiated depending on their qualifications and experience.

Contact Officer: John Meyer (02) 6207 2644
Selection documentation may be obtained from Debbie Crowe email debbie.crowe@act.gov.au
Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34
CC: 148-9020 17031

Planning and Land Management Group Land Information and Building Services Branch Building, Electrical and Plumbing Control (BEPCON) Team

General Service Officer Level 9/10
\$38,951 - \$50,482, Canberra (PN. 15122)
Closing date: 29 November 2001
Duties: The Land Information and Building Services Branch is seeking an experienced person to examine and approve electrical drawings and conduct electrical audits of installations and equipment, including the more specialist installations for compliance with the ACT Electricity Act 1971. The successful applicant will provide advice to clients and liaise with the electrical industry in relation to the application of legislation, AS3000 and related standards and codes.

Applicant must show demonstrated experience in delivering electrical installations and audits and be willing to carry out after hours on-call duties, as required.

Eligibility/other requirements: A current ACT Grade A Electrician's Licence, a current ACT Driver's Licence is required.

Note: The salary of the successful applicant will be negotiated depending on their qualifications and experience.

Contact Officer: Greg Arnold (02) 62076503
Selection documentation may be obtained from Debbie Crowe email debbie.crowe@act.gov.au
Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34
CC: 148-9020 17031

Planning and Land Management Group Land Information and Building Services Branch Policy and Legislation Team

Senior Officer Grade A/B \$67,576 - \$78,482, Canberra (PN. 879)
Closing date: 29 November 2001
Duties: The Land Information and Building Services Branch is seeking an experienced person to manage the Policy and Legislation Team which is responsible for policy and legislation issues relating to the Building Act, the Construction Practitioners Registration Act, the Electricity Safety Act, the Plumbers, Drainers and Gasfitters Board Act, the Architects Act, the Water and Sewerage Act, the Surveyors Act and the Utilities Act. It is also responsible for providing policy advice on Land Surveying, Land Information and Information Technology issues.

Team members represent the ACT on or brief others on attendance at the Australian Building

Codes Board (ABCB) Building Codes Committee, Builders Licensing Australia, the Electrical Regulatory Authorities Council, the National Plumbing Regulators Forum, ANZLIC, PSMA and various Australian Standards Committees for building, plumbing and electrical standards. It is also responsible for the technical regulation of licensed electricity distribution, water supply and sewerage utilities in conjunction with the BEPCON team.

Applicant must show demonstrated experience in delivering organisational goals and outcomes, both personally and through leading others: have proven management and leadership skills of a high order including expertise in managing staff performance and, facilitate the transfer of skills, experience, technologies and processes across BEPCON Eligibility/other requirements: Tertiary qualifications in an engineering discipline. Demonstrated skills and expertise in building and/or construction industry and in construction project management would be an advantage. Evidence of higher level training including graduate or post graduate management studies would be desirable.

Note: The salary of the successful applicant will be negotiated depending on their qualifications and experience.

Contact Officer: John Meyer (02) 6207 2644
Selection documentation may be obtained from Debbie Crowe email debbie.crowe@act.gov.au
Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34
CC: 148-9020 16925

DEPARTMENT OF TREASURY

Revenue Management Branch Compliance

Administrative Service Officer Class 6, (PN: 11)
Salary Range: \$45,171 - \$51,88p.a
Applications close 29 November 2001

Duties: As general supervisor, oversee the operations of the Rates and Land Tax Section including the application of unimproved land values, maintenance of accurate accounts, issue of assessment notices, and answering enquiries relating to general rates and land tax. Supervise and develop staff to provide a quality customer service in relation to the administration of general rates and land tax. Contact Officer/Selection Documentation Gerry Bustamante on (02) 6207 0064 and is also available from <http://www.act.gov.au/recruitment/tiindex.asp>
Please note that applications will not be acknowledged.

Note: Selection for this position may be based on application and referee reports only and may not include interview. The occupant of this position will be expected to be able to perform at the Administrative Service Class 6 level and may be rotated to equivalent classified positions with the agency.

Apply: 35 or via email:
recruitment.officer@act.gov.au
CC: 148-9042-17176

EMPLOYMENT (Continued)

CULTURAL FACILITIES CORPORATION

ACT Museums and Galleries Canberra Museum and Gallery Functions Manager

Administrative Service Officer Class 3
\$33,967 - \$36,658 Canberra (PN. 43536)
Closing date: 29 November 2001
Duties: Coordinate the venue hire function, including: take function bookings, arrange room settings, equipment and refreshments as required; ensure that equipment is operational, meets the necessary standards and provide instructions to users; provide after hours and night security for functions as required; maintain an accurate record system for bookings and advice to front of house staff; process invoices for all functions. Liaise with Marketing manager to develop and implement a promotional strategy to increase venue hire activity. Maintain monthly statistics for reporting purposes.
Eligibility/other requirements: This position may involve working outside the normal working hours
Note: This position was advertised in the Gazette of 4 January 2001. Previous applicants will automatically be considered and need not re-apply. Selection for this position may be made on application and referee reports only. Please attach two referee reports addressing the selection criteria to your application.
Contact Officer: Peter Haynes (02) 6207 2694
Selection documentation may be obtained by contacting Canberra Museum and Gallery Reception (02) 620 73968.
Apply: The Recruitment Officer, Cultural Facilities Corporation, PO Box 226, Civic Square, ACT, 2608
CC: 148-9008-16850

ACT Museums and Galleries Marketing Section Marketing Assistant

Administrative Service Officer Class 3, \$33,967-\$36,658 Canberra (PN. 55257)
Closing date: 29 November 2001
Duties: Under the direction of the Marketing Manager, the position provides marketing and communication services for Museums and Galleries as follows: Assist with the promotional and marketing activities for exhibitions, education, public programs and CMAG membership programs. Assist with the provision of desktop publishing and design liaison services for in-house publications. Write and distribute media releases. Maintain the media and invitation databases. Maintain the Museums and Galleries website. Assist with the development and implementation of marketing strategies for Museums and Galleries.
Eligibility/other requirements: Relevant qualifications or progress towards marketing qualifications desirable. Current Driver's licence.
Note: Interviews are to be held the week commencing 3 December 2001.
Contact Officer: Emma Pegrum (02) 6207 2663
Selection documentation may be obtained by

contacting Canberra Museum and Gallery Reception (02) 620 73968.
Apply: The Recruitment Officer, Cultural Facilities Corporation, PO Box 226, Civic Square, ACT, 2608
CC: 148-9008-16850

ACT Museums and Galleries Historic Places Lanyon Homestead Assistant Gardener

General Services Officer Class 4, \$27,381-\$28,636, Canberra (PN. 43551)
Closing date: 29 November 2001
Under the direction of the Senior Gardener, the occupant of this position is responsible for assisting the Senior Gardener in the horticultural maintenance of the garden at Lanyon Homestead, and for performing selected horticultural services at Calthorpes' House and Mugga-Mugga.
Duties: Work under general supervision to assist the Senior Gardener with horticultural duties, including tree surgery, in historic gardens at Lanyon, Calthorpes' House and Mugga-Mugga. With limited supervision perform a variety of routine manual tasks including weeding, mowing, edging, spraying and roadwork.
Eligibility/other requirements: Plant Operator Certificate (tractor and handheld equipment eg. Chainsaw) is essential. Horticultural or Aborist Diploma/Certificate preferred.
Note: **Temporary Position available until 31 December 2002.**
Contact Officer: Graham Williams (02) 6237 5213
Selection documentation may be obtained by contacting Canberra Museum and Gallery Reception (02) 620 73968.
Apply: The Recruitment Officer, Cultural Facilities Corporation, PO Box 226, Civic Square, ACT, 2608
CC: 148-9008-16850

Appointments

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

**Administrative Service Officer Class 3,
\$33,644 - \$36,310**
Marianne Thompson: 741-04021, Section 68,
5/11/01
CC: 148-9011-16889

**Business Services Bureau
Administrative Service Officer Class 3
\$33,644 - \$36,310**
Pamela Stubbs: 748-79214, Section 67, 25
October 2001
CC: 148-9011-16887

**Administrative Service Officer Class 3
\$33,644 - \$36,310**
Mikara Utia: 755-60325, Section 67,
25 October 2001
CC: 148-9011-16887

EMPLOYMENT (Continued)

ACT COMMUNITY CARE

Dentist Level 3 \$78,797

William Neil McConnell: 741-05374, Section 68(1), 26 October 2001
 CC: 148-9009-16860

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

Sze-ee Soh: 741-2392, Section 68(1), 1 November 2001
 CC: 148-9009-17798

Administrative Service Officer Class 6 \$44,590 - \$51,220

Stephen Sykes: 741-05606, Section 68(1), 2 November 2001
 CC: 148-9009-16861

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Administrative Service Officer Class 4 \$37499-40714

Bruce Anderson: 751-80042, Section 68(1), 5 November 2001
 CC: 148-9013-16917

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

Michelle Anne Hood: 772-16715, Section 68(1), 5 November 2001
 CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

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

Leonie McKinnon: 705-34892, Section 68/70, 04 October 2001
 CC: 148-9012-16898

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/selector;
- 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

Health Strategy and Acute Services

Data Management Unit

Myra Navarro-Mukii: 749-77623

From: APS Level 6, \$48,534-53,595, Australian Agency for International Development
To: †Senior Officer Grade C, \$57,191-61,666, (PN: 26041) Data Management Unit, Department of Health, Housing and Community Care, (Gazette No. 38, 20 September 2001)

EMPLOYMENT (Continued)

Note: This promotion is made as an appointment under section 115(7) of the *Public Sector Management Act 1994* and is a deemed promotion. This position is identical to PN 29506 that was advertised in the ACT Government Gazette on 20 September 2001.
CC: 148-9011-16888

ACT Housing**Housing Services Group
Customer Services Section****N. R. Rajasingham: AGS No 527-78412**

From: Administrative Service Officer Class 3
\$33,644 - \$36,311
Department of Health, Housing and Community Care
To: Administrative Service Officer Class 4
\$37,499 - \$40,715
Customer Services Section Department of Health, Housing and Community Care, Canberra (PN. 19897) (Gazette 37, 13/9/01)
Note: This position was advertised as several. This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is non-appellable
CC: 148-9021 16944

L. M. Holt: AGS No 748-53292

From: Administrative Service Officer Class 3
\$33,644 - \$36,311
Department of Health, Housing and Community Care
To: Administrative Service Officer Class 4
\$37,499 - \$40,715
Customer Services Section Department of Health, Housing and Community Care, Canberra (PN. 3782) (Gazette 37, 13/9/01)
Note: This position was advertised as several. This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is non-appellable
CC: 148-9021 16944

C. C. Smith: AGS No 757-52434

From: Administrative Service Officer Class 3
\$33,644 - \$36,311
Department of Health, Housing and Community Care
To: Administrative Service Officer Class 4
\$37,499 - \$40,715
Customer Services Section Department of Health, Housing and Community Care, Canberra (PN. 3828) (Gazette 37, 13/9/01)
Note: This position was advertised as several. This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is non-appellable
CC: 148-9021 16944

S. L. Cummins: AGS No 314-78701

From: Administrative Service Officer Class 3
\$33,644 - \$36,311
Department of Health, Housing and Community Care
To: Administrative Service Officer Class 4
\$37,499 - \$40,715
Customer Services Section Department of Health, Housing and Community Care, Canberra

(PN. 3790) (Gazette 37, 13/9/01)

Note: This position was advertised as several. This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is non-appellable
CC: 148-9021 16944

A. J. Haigh: AGS No 757-51079

From: Administrative Service Officer Class 3
\$33,644 - \$36,311
Department of Health, Housing and Community Care
To: Administrative Service Officer Class 4
\$37,499 - \$40,715
Customer Services Section Department of Health, Housing and Community Care, Canberra (PN. 3830) (Gazette 37, 13/9/01)
Note: This position was advertised as several. This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is non-appellable
CC: 148-9021 16944

T. L. Napier: AGS No 710-40915

From: Administrative Service Officer Class 3
\$33,644 - \$36,311
Department of Health, Housing and Community Care
To: Administrative Service Officer Class 4
\$37,499 - \$40,715
Customer Services Section Department of Health, Housing and Community Care, Canberra (PN. 3537) (Gazette 37, 13/9/01)
Note: This position was advertised as several. This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is non-appellable
CC: 148-9021 16944

G. J. Chapman: AGS No 757-52442

From: Administrative Service Officer Class 3
\$33,644 - \$36,311
Department of Health, Housing and Community Care
To: Administrative Service Officer Class 4
\$37,499 - \$40,715
Customer Services Section Department of Health, Housing and Community Care, Canberra (PN. 3405) (Gazette 37, 13/9/01)
Note: This position was advertised as several. This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is non-appellable
CC: 148-9021 16944

A. T. Teaurima: AGS No 747-51640

From: Administrative Service Officer Class 3
\$33,644 - \$36,311
Department of Health, Housing and Community Care
To: Administrative Service Officer Class 4
\$37,499 - \$40,715
Customer Services Section Department of Health, Housing and Community Care, Canberra (PN. 3468) (Gazette 37, 13/9/01)
Note: This position was advertised as several. This promotion was made by a unanimous

EMPLOYMENT (Continued)

decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is non-appellable
CC: 148-9021 16944

D. C. Spence: AGS No 748-54869

From: Administrative Service Officer Class 3
\$33,644 - \$36,311
Department of Health, Housing and Community Care
To: Administrative Service Officer Class 4
\$37,499 - \$40,715
Customer Services Section Department of Health, Housing and Community Care, Canberra (PN. 10861) (Gazette 37, 13/9/01)
Note: This position was advertised as several. This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is non-appellable
CC: 148-9021 16944

ACT COMMUNITY CARE**Disability Program****Susan Nicol: 740-93772**

From: Disability Support Officer Level 2
\$34,685 - \$38,827
ACT Community Care
To: Disability Support Officer Level 3
\$43,656 - \$46,355
Disability Program, ACT Community Care, Canberra (PN. 28938 6 September 2001)
CC: 148-9009-16861

Disability Program**Peter Graham : 741-0550**

From: Disability Support Officer Level 1
\$27,794 - \$28,907
ACT Community Care
To: Disability Support Officer Level 3
\$43,656 - \$46,355
Disability Program, ACT Community Care, Canberra (PN. 27411 6 September 2001)
CC: 148-9009-16861

Disability Program**Debra Burnett: 740-89802**

From: Disability Support Officer Level 3
\$43,656 - \$46,355
ACT Community Care
To: Administrative Service Officer Class 6
\$44,590 - \$51,220
Disability Program, ACT Community Care, Canberra (PN. 14054 4 October 2001)
CC: 148-9009-16861

THE CANBERRA HOSPITAL**Pathology Services****Anatomical Pathology****Anastasia Maroglou735-36631**

From: Administrative Service Officer Class 2
\$28,760 - \$31,892
Anatomical Pathology
To: Administrative Service Officer Class 3
\$32,758 - \$35,353
Anatomical Pathology, The Canberra Hospital, Canberra (PN. 27061) (4/10/01)
Duties : Under general direction, operate

computer and dictaphone equipment to produce accurate and confidential medical reports, Correspondence and research notes within established deadlines. Review and correct pathology request information on computer database

and hardcopy to ensure the accuracy of patient demographics, requesting doctor and other information related to the request and reports..
Note: This position was not advertised but is identical to Position Number 27062.
CC: 3124

Surgical SMT - Nursing**Urology/Vascular****Sandra Hruza: 260-68644**

From: Registered Nurse Level 1
\$32,664 - \$42,332
Urology/Vascular
To: Registered Nurse Level 2 \$43,711 - \$46,474
Urology/Vascular, Canberra (PN. 22275) (27.09.01)
CC: 1945

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**Human Resources Branch****Workforce Relations and Legal Services Section****Dougal Richard Whitton: 310-50350**

From: Senior Officer Grade C \$57,192 - \$61,666
Department of Education and Community Services
To: † Senior Officer Grade A \$78481
Workforce Relations and Legal Services Section, Department Education and Community Services, Canberra (PN. 265) (No 9, 1 March 2001)
CC: 148-9013-16917

Melrose High School**Jennifer Joy Marr: 540-03047**

From: Administrative Service Officer Class 5
\$41825-44349
Department of Education and Community Services
To: Administrative Service Officer Class 6
\$45,171 - \$51,888
Melrose High School, Department of Education and Community Services, Canberra (PN. 515) (No. 37, 13 September 2001)
CC: 148-9013-16917

Education and Training Division**Office of Training and Adult Education Branch****Quality and Planning and Reporting Section****Susan Jean Hepperlin: 030-96888**

From: Administrative Service Officer Class 2
\$29,539 - \$32,755
Department of Education and Community Services
To: Administrative Service Officer Class 5
\$41,825 - \$44,349
Quality and Planning and Reporting Section, Department of Education and Community Services, Canberra (PN. 11821) (No.31, 2 August 2001)
CC: 148-9013-16917

EMPLOYMENT (Continued)

CANBERRA INSTITUTE OF TECHNOLOGY

**Division of Corporate Services
Human Resources Unit
Workplace Practices
Dianne Shirley Hickey: 744-90399**
From: Administrative Service Officer Class 3
\$33,810 - \$36,489
Canberra Institute of Technology
To: Administrative Service Officer Class 5
\$42,031 - \$44,568
Human Resources Unit, Canberra Institute of
Technology, Canberra (PN. 54337) (No. 35 –
30.8.01)
CC: 148-9024-17904
Note: This promotion is made subject to the
appeal provisions under Clause 8 of the
Canberra Institute of Technology (Non-teaching
Staff) Certified Agreement 2000-2002. Officers
wishing to appeal this promotion should
address their appeal to the Manager, Human
Resources Unit, Canberra Institute of
Technology, PO Box 826, Canberra ACT 2601
within 14 days of gazettal of this promotion.

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.

**Registrar-General's Office
Susan Reece: 033-36386**
From: Administrative Service Officer Class 5
\$41,825 – \$44,349
ACT Department of Justice & Community Safety
(PN.42700)
To: Administrative Service Officer Class 6
\$45,171 – \$51,888
Registrar General's Office, Canberra (PN.43637)
(20 September 2001)
CC: 148-9012-17189

**ACT Corrective Services
Personal Assistant
Marilyn Godfrey: 551-20472**
From: Administrative Service Officer Class 2
\$29,539 – \$32,755
Education and Community Services (PN.37764)
To: Administrative Service Officer Class 4
\$37,499 – \$40,714
ACT Corrective Services (PN.12666) (20
September 2001)
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
PALM Executive
Business Strategy and Communications Section
J. D. Meyer: AGS No 253-20692**
From: Senior Officer Grade B
\$67,576 - \$76,073
Urban Services
To: †Senior Officer Grade A \$78,482
Business Strategy and Communications Section
Urban Services, Canberra (PN. 15107) (Gazette
39, 27/9/01)
CC: 148-9020 17643

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

EMPLOYMENT (Continued)

- 31 The Recruitment Officer, Auditor-General's Office ACT, PO Box 275
Civic Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226,
Civic Square ACT 2608
- 34 Applications Officer, Urban Services,
GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of
Treasury and Infrastructure, GPO Box
158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer
Community and Health Services
Complaints Commissioner's Office,
GPO Box 1321, Canberra ACT 2601.
- 37 The Recruitment Officer
Faculty of Communication and
Community Services
Canberra Institute of Technology
GPO Box 826
Canberra City ACT 2601

GAZETTE INFORMATION

ISSUE OF ACT SPECIAL GAZETTES

The following issues of the ACT Special Gazettes have been published since the last Weekly Gazette. For listings of previous ACT Special Gazettes please refer to this internet site

<http://www.publishing.act.gov.au>

Gazette Number	Date	Title
S70	6 November	Notice Convening The First Meeting Of The Fifth Legislative Assembly For The Australian Capital Territory, <i>Australian Capital Territory (Self-Government) Act 1988 (Commonwealth)</i>

GOVERNMENT NOTICES

ACTFB PROMOTIONS

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	Name & Init	Promoted From	Promoted To	Effective Date
715-94758	MORTON, S	Firefighter 2 nd Class	Firefighter 1 st Class B	9 January 2001
705-32571	McTERNAN, W	Firefighter 2 nd Class	Firefighter 1 st Class B	31 October 2001

I M Bennett
Fire Commissioner
6 November 2001

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 **REVOKE** the following appointment of

MARTIN CHARLES O'BRIEN

Richard Anthony Clarke
Executive Director
Mental Health Services
2 November 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994 INTERPRETATION ACT 1967

REVOCATION OF APPOINTMENTS FOR MENTAL HEALTH OFFICERS

EXPLANATORY STATEMENT

Part X Section 119(1) of the *Mental Health (Treatment and Care) Act 1994* allows for the appointment of Mental Health Officers. The power to revoke an appointment is at Section 28 of the *Interpretation Act 1967*.

The signed Instrument revoking the appointment of a Mental Health Officer is attached. This Instrument is required as the officer has left Mental Health Services and they are now not required to apply for Treatment Orders under the *Mental Health (Treatment and Care) Act 1994*. Their appointments have been revoked under Section 28 of the *Interpretation Act 1967*.

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 **REVOKE** the following appointment of

ROSEMARY ORMANDY TRISTRAM

Richard Anthony Clarke
Executive Director
Mental Health Services
2 November 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994 INTERPRETATION ACT 1967

REVOCATION OF APPOINTMENTS FOR MENTAL HEALTH OFFICERS

EXPLANATORY STATEMENT

Part X Section 119(1) of the *Mental Health (Treatment and Care) Act 1994* allows for the appointment of Mental Health Officers. The power to revoke an appointment is at Section 28 of the *Interpretation Act 1967*.

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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 **REVOKE** the following appointment of

DENISE VALERIE O'DONNELL

Richard Anthony Clarke
Executive Director
Mental Health Services
2 November 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994 INTERPRETATION ACT 1967

REVOCATION OF APPOINTMENTS FOR MENTAL HEALTH OFFICERS

EXPLANATORY STATEMENT

Part X Section 119(1) of the *Mental Health (Treatment and Care) Act 1994* allows for the appointment of Mental Health Officers. The power to revoke an appointment is at Section 28 of the *Interpretation Act 1967*.

The signed Instrument revoking the appointment of a Mental Health Officer is attached. This Instrument is required as the officer has left Mental Health Services and they are now not required to apply for Treatment Orders under the *Mental Health (Treatment and Care) Act 1994*. Their appointments have been revoked under Section 28 of the *Interpretation Act 1967*.

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 **REVOKE** the following appointment of

KEITH WILLIAM MCCULLOCH

Richard Anthony Clarke
Executive Director
Mental Health Services
2 November 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994 INTERPRETATION ACT 1967

REVOCATION OF APPOINTMENTS FOR MENTAL HEALTH OFFICERS

EXPLANATORY STATEMENT

Part X Section 119(1) of the *Mental Health (Treatment and Care) Act 1994* allows for the appointment of Mental Health Officers. The power to revoke an appointment is at Section 28 of the *Interpretation Act 1967*.

The signed Instrument revoking the appointment of a Mental Health Officer is attached. This Instrument is required as the officer has left Mental Health Services and they are now not required to apply for Treatment Orders under the *Mental Health (Treatment and Care) Act 1994*. Their appointments have been revoked under Section 28 of the *Interpretation Act 1967*.

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 **REVOKE** the following appointment of

CATHERINE MAY LIVERMORE

Richard Anthony Clarke
Executive Director
Mental Health Services
2 November 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994 INTERPRETATION ACT 1967

REVOCATION OF APPOINTMENTS FOR MENTAL HEALTH OFFICERS

EXPLANATORY STATEMENT

Part X Section 119(1) of the *Mental Health (Treatment and Care) Act 1994* allows for the appointment of Mental Health Officers. The power to revoke an appointment is at Section 28 of the *Interpretation Act 1967*.

The signed Instrument revoking the appointment of a Mental Health Officer is attached. This Instrument is required as the officer has left Mental Health Services and they are now not required to apply for Treatment Orders under the *Mental Health (Treatment and Care) Act 1994*. Their appointments have been revoked under Section 28 of the *Interpretation Act 1967*.

