



Australian Capital Territory

# Gazette

No. 48, Thursday 29 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](http://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](http://www.publishing.act.gov.au/pub/gazette/p&d.pdf). Alternatively, you may obtain a hard copy listing by contacting the gazette office.

### Private Notices

The fee for a private notice is as follows:

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

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

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

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## EMPLOYMENT

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### ACT Public Service

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#### Executive Contracts

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##### Appointment

##### **DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**

Craig Curry  
Director  
Schools (Southside) (E221)  
Section 72 Public Sector Management Act 1994

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#### General Information

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##### 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.

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#### Vacancies

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##### **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>.

**Central Office  
Community Health and Housing  
Aged Care, Indigenous and Community Health**  
Senior Officer Grade C, \$57,191 - \$61,666,  
Canberra (PN. 25968)

Closing date: 13 December 2001

**Duties:** Provide high level advice on policy, programs, planning, purchasing and other activities in Indigenous health, represent the Department in liaison and negotiation, develop and oversee strategic activities and projects, assist the manager in the management of human and other resources.

Note: This is an identified Aboriginal and Torres Strait Islander position

Contact Officer: Helen Bedford (02) 6207 8734  
Selection documentation may be obtained from Liza Holroyd (02) 6207 2323

Apply: 23  
CC: 17913

**Central Office  
Community Health and Housing  
Aged Care, Indigenous and Community Health**  
Senior Officer Grade C, \$57,191 - \$61,666,  
Canberra (PN. 23613)

Closing date: 13 December 2001

**Duties:** Assist the manager to plan, develop and implement policies and programs for the effective delivery of services to older people; liaise and negotiate with government and non-government agencies; provide high level advice on operational policy development and implementation issues.

Contact Officer: Helen Bedford (02) 6207 8734  
Selection documentation may be obtained from Liza Holroyd (02) 6207 2323

Apply: 23  
CC: 17913

## EMPLOYMENT (Continued)

### 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.**

#### Medical Imaging

##### Ultrasound

Senior Professional Officer Grade C  
\$55,684 - \$60,040, Canberra (PN. TBA)  
Professional Officer Class 2 \$43,980 - \$49,151  
Closing date: 13<sup>th</sup> December 2001

Duties: Plan and co-ordinate the Doppler Ultrasound Section. Supervise and instruct other technologists in Doppler procedures and maintain work standards. Perform routine ultrasound studies as well as more complex procedures. Under approval from the Director, develop and implement protocols for new procedures. Maintain records of these protocols and procedures.

Eligibility/other requirements: A degree or diploma in Medical Ultrasound or equivalent qualification.

Note: The Position will be filled at either classification depending on skills and qualifications.

Contact Officer: Peter Kaylock (02) 6244 2111  
Selection documentation may be obtained from Human Resource Management Group  
(02) 6244 4168

Apply: 16  
CC: 2717

### ACT COMMUNITY CARE

#### Child, Youth and Women's Health Program Manager, ACT BreastScreen and Cervical Screening Services

We are looking for an experienced and appropriately qualified person to provide strong leadership and formulate strategic direction in the provision of cancer screening services for women in the ACT and regional NSW.

This position may be classified as:

#### Senior Officer Grade B/Senior Professional Officer Grade B/Registered Nurse Level 5.4

The successful applicant will be part of a senior management and professional group that provides direction, expert advice and leadership to the larger Program as well as contributing to executive management team strategies and decision making.

**Eligibility:** Post graduate management qualifications and relevant tertiary qualifications are highly desirable.

Further information: Alice Jones (02) 6205 1540  
Selection documentation and information kit on the position:

Brenda Wiggett (02) 6205 2143 or  
[brenda.wiggett@act.gov.au](mailto:brenda.wiggett@act.gov.au)

Applications close: 3 December 2001

Apply: 21

CC: 148-9009-16857

#### Integrated Health Care and Rehabilitation Program

##### Occupational Therapy Department At The Canberra Hospital (TCH)

New Graduate Occupational Therapist  
Professional Officer Class 1

\$36,106 pa (based on 4 year qualification)

Salary packaging with FBT exemption under PBI conditions may be available

##### Two positions

Duties: ACT Community Care is establishing two positions that will be offered to new graduates for a 12 month period. The aim is to provide a structured dynamic teaching and learning environment. The successful applicant will provide OT assessment and treatment services to both the acute and rehabilitation wards at TCH on a 6 month rotation. There is a strong focus working as part of a multidisciplinary team. Good communication skills and the ability to develop skills in providing OT intervention to clients with a range of medical and surgical conditions is desirable

Eligibility: Mandatory professional qualifications apply.

For further information: Prue Campbell, Manager Occupational Therapy

(02) 6244 3286

Selection Documentation: Trish Boyden

(02) 6244 3286

Applications Close: 6 December 2001

Apply: 21

CC: 148-9009-17798

#### 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

**EMPLOYMENT (Continued)**

will also need to have respect for the individual rights and dignity of people with a disability. If you can demonstrate that you have experience in a similar role or that you have the potential to develop relevant skills, you will be considered for appointment.

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

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

Applications Close: 14 December 2001

Apply: 21

CC: 148-9009-16861

**Dental Health Program****Dental Laboratory**

Administrative Service Officer Class 2  
\$29,159 - \$32,334, Canberra (PN. 29142)

Closing date: 13 December 2001

Duties: This position is attached to ACT Dental Health Program's Laboratory. The position provides administrative support services for the day to day management of the laboratory and clinical services provided by the program. The duties involve receiving and screening telephone calls, maintaining appointment systems, liaising with contractors, reception and clinical staff. Entering data in various computer applications including Exact dental software program.

Eligibility/other requirements: Word processing and other various computer applications.

Contact Officer: Larry Vaughan (02) 6205 2184

Selection Documentation: Jantsen Lam  
(02) 625 1088

Apply: 21

CC: 148-9009-16860

**Marketing and Promotions Unit****Marketing and Promotions Manager**

Public Affairs Officer Grade 3 \$59,327 - \$70,154  
Canberra (PN. 28400 temporary vacancy)

Closing date: 6 December 2001

The person we are seeking will have experience in the preparation and implementation of marketing communications and media strategies, and in the coordinating of publications, and will be able to provide a comprehensive and effective service to client areas within ACT Community Care.

The successful candidate will be dynamic, flexible and self-motivated with excellent interpersonal skills together with writing/editing/media skills and mature judgement.

Note: Temporary vacancy 6 to 12 months.

Contact Officer: Allan Schmidt (02) 6205 5444

Selection documentation and information kit on the position: Trevor Harris (02) 6205 3325

Apply: 21

CC: 148-9009-18270

**Community Rehabilitation Program****Central Administration**

Administrative Service Officer Class 2  
\$28,845 - \$31,986, Canberra (PN. 28774)

Salary packaging with FBT exemption under PBI conditions is available

Closing date: 13 December 2001

Duties: The successful applicant will provide

reception and administrative support to the Program Director, Senior Managers and the Central Administration team. You will need to have proven office administrative experience, and be required to perform a wide range of tasks across the Program. Excellent communication skills and an ability to work in a team environment are essential.

Contact Officer and selection documentation:

Cherie Howard (02) 6244 2851

Apply: 21

CC: 148-9009-18269

**Integrated Health Care Program****Speech Pathology**

Professional Officer Class 2 \$44,111 - \$49,298,  
Canberra (PN 23535 temporary vacancy)

Closing date: 13 December 2001

ACT Community Care provides a range of inpatient and outpatient services to The Canberra Hospital and Calvary Hospital. The department offers the ability to work across a range of specialist caseloads.

Eligibility: Mandatory qualifications apply.

Note: Full time temporary vacancy for the period 1 May 2002 to 23 August 2002 with the possibility of an extension.

Applications will be shortlisted on the basis of written application addressing the selection criteria. Please provide details of at least two referees with your application.

Contact Officer and selection documentation:

Robyn Cross (02) 6244 2230

Apply: 21

CC: 148-9009-17798

**Community Rehabilitation Program****Equipment and Appliance Services**

Administrative Service Officer Class 3  
\$32,855 - \$35,458, Canberra (PN. 29163  
expected vacancy)

Salary packaging with FBT exemption under PBI conditions is available

Closing date: 13 December 2001

The Community Rehabilitation Program is seeking an experienced and flexible person to fill an Administrative Service Officer Class 3 position in Equipment and Appliance Services. The position is located at The Canberra Hospital.

You will need the ability to perform a wide range of tasks and provide a high level of client service in the Equipment Loan and ACT Equipment Schemes. This will require knowledge and understanding of the schemes and the equipment issued, as well as ability to perform accounts receivable and payable functions.

Duties include: -

Equipment loan customer service to clients including liaison, equipment issues, receipt, maintenance, storage and preparation and delivery arrangements. Handle counter, telephone and written enquiries.

Process applications and maintain records for the ACT Equipment Scheme.

Receive money from clients, issue receipts and invoices, bank and maintain financial records.

Contact Officer: Neil McKay (02) 6244 2311

Selection documentation: Kristy Fattore  
(02) 6244 2855

Apply: 21

CC: 148-9009-18269

**EMPLOYMENT (Continued)****Integrated Health Care Program  
Podiatrist**

Professional Officer Class 2, \$44,111 - \$49,298, Canberra (PN. 29007)  
Salary packaging with FBT exemption under PBI conditions is available

Closing date: 13 December 2001

The Integrated Health Care Program is seeking applications from suitably qualified and experienced individuals to fill the vacancy of a Professional Officer Class 2. The position involves providing comprehensive podiatry services within a multidisciplinary and diabetes team context. The successful applicant will be required to display a high level of knowledge and promote client outcomes through the provision of high quality clinical services and health promotion activities.

Eligibility/ other requirements: A Degree or Diploma in Podiatry. Eligible for registration as a Podiatrist in the ACT. A current Drivers licence.

For further information please call Debbie Booth on (02) 6205 2101

Selection documentation: Dora Koripas (02) 6205 1357.

Apply: 21

CC: 148-9009-17798

**Integrated Health Care Program  
Occupational Therapist**

Professional Officer Class 1, \$30,761 – \$43,155, Canberra (PN. 20650)  
Salary packaging with FBT exemption under PBI conditions is available

Closing date: 13 December 2001

The Integrated Health Care Program is seeking a suitably qualified Occupational Therapist to provide skilled assessment and intervention within a community health care setting. The successful applicant with work as part of a multidisciplinary team and have good communication skills. The ability to work with clients in their home and community setting, and skills in developing appropriate services is required.

Eligibility: Mandatory professional qualifications.

Contact Officer: Margaret Deguara (02) 6205 1195

Selection documentation: Dora Koripas (02) 6205 1357

Apply: 21

CC: 148-9009-17798

**CALVARY HEALTH CARE ACT****Nursing Services  
Emergency**

Registered Nurse Level 2 \$46,073 - \$48,985, Canberra (PN. 8211)

Closing date: 7 December 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 General Nurse with the ACT Nurses Board.

Note: TTY 6201 6127

Contact Officer: Janet Watt (02) 6201 6263  
Selection documentation may be obtained from Jan Smith (02) 6201 6160

Apply: 07

CC: 148-9094-17781

**Nursing Services  
Calvary-at-Home**

Registered Nurse Level 2 \$46,073 - \$48,985, Canberra (PN. 8774 & 8775)

Closing date: 7 December 2001

Duties: Independently, while working cooperatively with other members of the multi-disciplinary team, use innovative nursing practice to provide direct holistic care to patients in their own home.

Eligibility/other requirements: Registered as a general Nurse with the ACT Nurses Board.

Current drivers licence.

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

Contact Officer: Janet Watt (02) 6201 6263  
Selection documentation may be obtained from Jan Smith (02) 6201 6160

Apply: 07

CC: 148-9094-17781

**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/departments/departments.htm> or may be requested using email to [decs.jobs@act.gov.au](mailto:decs.jobs@act.gov.au). Applications may also be sent via email to: [decs.employment@act.gov.au](mailto: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.

**Lynham Primary School**

Teacher Level 4, Principal 4 \$68,730 - \$83,730, Canberra (PN. 1781)

Closing date: 6 December 2001

Duties: Manage the school in accordance with the policies of the School Board. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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: Narelle Hargreaves (02) 6205 7194

Selection documentation may be obtained from the Contact Officer (02) 6205 7194

Apply: 12 or via email:

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

CC: 148-9013-16917

**EMPLOYMENT (Continued)****Workforce Planning and Management**

Executive Teacher Level 2 \$58,500, Canberra  
(PN. 2842/2769)

Closing date: 6 December 2001

Duties: Well developed team management skills with the ability to recruit, place and transfer staff to meet school's needs; communication and negotiation skills; interpret, analyse and implement staffing policies, and contribute to development of policy and procedures related to human resource matters.

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: Christine Lucas (02) 6205 9275

Selection documentation may be obtained from Helen Phibbs (02) 6205 9310

Apply: 12 or via email:

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

CC: 148-9013-16917

**Yarralumla Primary School**

Executive Teacher Level 2 \$58,500, Canberra  
(PN. 2252)

Closing date: 6 December 2001

Duties: Assist the principal in the general management of the school in accordance with the policies of the School Board.

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: Rob Cussel (02) 6205 5766

Selection documentation may be obtained from the Contact Officer (02) 6205 5766

Apply: 12 or via email:

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

CC: 148-9013-16917

**Lanyon High School**

Executive Teacher Level 2 \$58,500, Canberra  
(PN. 1969)

Closing date: 6 December 2001

Duties: Responsible for educational leadership and management of Home School offering curriculum in English, SOSE and LOTE.

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: Michael Hall (02) 6205 7676

Selection documentation may be obtained from the Contact Officer (02) 6205 7676

Apply: 12 or via email:

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

CC: 148-9013-16917

**Literacy and Numeracy Team**

Executive Teacher Level 2 \$58,500, Canberra  
(PN. 2281)

Closing date: 6 December 2001

Duties: Accept responsibility for the development and implementation of policy for English as a Second language (ESL) students in mainstream classes, with a particular emphasis on Language for Understanding Across the Curriculum (LUAC).

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: Keiju Suominen (02) 6205 9367

Selection documentation may be obtained from the Contact Officer (02) 6205 9367

Apply: 12 or via email:

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

CC: 148-9013-16917

**School Curriculum and Assessment Branch Curriculum Initiatives Section**

Executive Teacher Level 2 \$58,500, Canberra  
(PN. 2800)

Closing date: 13 December 2001

Duties: Work with CSIRO Education to implement, develop and co-ordinate the Researching with Scientists project in ACT government secondary schools.

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: Jeanine Catton (02) 6205 9382

Selection documentation may be obtained from the Pauline Brown (02) 6205 8534

Available: 1 January 2002 to 31 December 2002

Apply: 12 or via email:

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

CC: 148-9013-16917

**Children's Services Section**

Executive Teacher Level 2 \$58,500, Canberra  
(PN. 33757, expected vacancy)

Closing date: 6 December 2001

Duties: management and administration of preschool services in preschool district, including Offer of Place process, provision of advice to preschool units on program provision, curriculum development and performance, provide advice to office sections on preschool standards, correspondence as necessary. Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

Contact Officer: Anne Roantree (02) 6207 1961

Selection documentation may be obtained from the Contact Officer (02) 6207 1961

Apply: 12 or via email:

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

CC: 148-9013-16917

**Gordon Primary School**

Executive Teacher Level 2 \$58,500, Canberra  
(PN. 2245, expected vacancy)

Closing date: 6 December 2001

Duties: Advise and assist a team of teachers in the development of flexible teaching strategies, student management and welfare.

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: Judith Bull (02) 6205 5955

Selection documentation may be obtained from the Contact Officer (02) 6205 5955

Apply: 12 or via email:

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

CC: 148-9013-16917

**EMPLOYMENT (Continued)****Flynn Primary School**

Executive Teacher Level 2 \$58,500, Canberra (PN. 2188, expected vacancy)  
 Closing date: 6 December 2001  
 Duties: Positive whole-school leadership in curriculum, student management and pedagogy and an effective use of ICT in curriculum and administration across the 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: Judith Ballard (02) 6205 7888  
 Selection documentation may be obtained from the Contact Officer (02) 6205 7888  
 Apply: 12 or via email:  
[decs\\_employment@act.gov.au](mailto:decs_employment@act.gov.au)  
 CC: 148-9013-16917

**Kambah High School**

Executive Teacher Level 2 \$58,500, Canberra (PN. 2629, expected vacancy)  
 Closing date: 6 December 2001  
 Duties: Mathematics/IT/network and MAZE administration; provide leadership in curriculum development; provide leadership within the learning Team Structure.  
 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: Wayne Prowse (02) 6205 6933  
 Selection documentation may be obtained from the Contact Officer (02) 6205 6933  
 Apply: 12 or via email:  
[decs\\_employment@act.gov.au](mailto:decs_employment@act.gov.au)  
 CC: 148-9013-16917

**Campbell High School**

Executive Teacher Level 2 \$58,500, Canberra (PN. 1976, expected vacancy)  
 Closing date: 6 December 2001  
 Duties: Development, co-ordination and implementation of policy in Student Welfare; Leadership of the English Faculty.  
 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: Bob Neild (02) 6205 6344  
 Selection documentation may be obtained from the Contact Officer (02) 6205 6344  
 Apply: 12 or via email:  
[decs\\_employment@act.gov.au](mailto:decs_employment@act.gov.au)  
 CC: 148-9013-16917

**Miles Franklin Primary School**

Executive Teacher Level 2 \$58,500, Canberra (PN. 3788, expected vacancy)  
 Closing date: 6 December 2001  
 Duties: Ability to manage educational initiatives and change projects that support whole school strategic directions. Leadership of the Literacy Team. Coordinate ICT Team.  
 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: Tanya Nelipa (02) 6205 7533  
 Selection documentation may be obtained from the Contact Officer (02) 6205 7533  
 Apply: 12 or via email:  
[decs\\_employment@act.gov.au](mailto:decs_employment@act.gov.au)  
 CC: 148-9013-16917

**Education and Training Division  
 School Curriculum and Assessment Branch  
 Year 11/12 Assessment and Certification  
 Section**

Administrative Services Officer Class 3 \$33,644 - \$36,310, Canberra (PN. 146)  
 Closing date: 13 December 2001  
 Duties: Assist in administering the Australian Scaling Test for Year 12 students in the ACT.  
 Contact Officer: Lynda Toms (02) 6205 9167  
 Selection documentation may be obtained from Margaret Ford (02) 6205 7163  
 Apply: 12 or via email:  
[decs\\_employment@act.gov.au](mailto:decs_employment@act.gov.au)  
 CC: 148-9013-16917

**Children's, Youth and Family Services Division  
 Child Health and Development Service Section**

Administrative Service Officer Class 2 \$29,539 - \$32,755, Canberra (PN. 21320)  
 Closing date: 13 December 2001  
 Duties: Provide high quality customer service as outlined in the ACT Government Customer Service Standards. Provide assistance in the day-to-day operations of the Child Health and Development Service Admin Unit including reception, arranging appointments and telephone reception.  
 Contact Officer: Kim Gardiner (02) 6205 1277  
 Selection documentation may be obtained from the Contact Officer (02) 6205 1277  
 Apply: 12 or via email:  
[decs\\_employment@act.gov.au](mailto:decs_employment@act.gov.au)  
 CC: 148-9013-16917

**The Woden School**

Executive Teacher Level 2 \$58,500, Canberra (PN. 2679)  
 Closing date: 6 December 2001  
 Duties: Experience in teaching senior students with intellectual, and social and emotional disabilities. Executive Teacher role across the school including Student Welfare.  
 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: Elsie McDonnell (02) 6205 5966  
 Selection documentation may be obtained from the Contact Officer (02) 6205 5966  
 Apply: 12 or via email:  
[decs\\_employment@act.gov.au](mailto: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](mailto:decs_employment@act.gov.au)



**EMPLOYMENT (Continued)****CANBERRA INSTITUTE OF TECHNOLOGY****Division of Corporate Services  
Human Resources Unit  
Personnel Services**

Administrative Service Officer Class 3,  
\$33,810 - \$36,489, Canberra (PN. 54076,54092)  
Closing date: 13 December 2001

Duties: Maintain personnel records for all classifications of CIT staff, prepare and check team member's work. Examine claims, implement guidelines and make recommendations on entitlements to conditions of service. Knowledge and experience of PERSPECT or similar computerised system desirable.

Contact Officer: Teresa Healy (02) 6207 3601  
Selection documentation may be obtained from Roz Tuff (02) 6207 3573  
Apply: 11  
CC: 148-9024-17904

**Education Delivery  
Faculty of Design  
Environmental Design**

Teacher Band 1 \$36,310 to \$52,717, Canberra  
(PN's. 51140, 51141, 52022, 52023)

**Closing Date: 13 December 2001**

Duties: Under general direction from the Education Manager undertake a range of functions directly related to education delivery in the Architecture and Interior Design fields. Organise field excursions, set and mark assessments, counsel students on their program of study and assist in developing suitable assessment procedures.  
Note: These positions are offered at .5 load on contract from 29 January 2002 to 21 January 2005.

Contact Officer: Ian Harman (02) 6207 3753  
Selection documentation may be obtained from Steve Greig (02) 6207 3447 or via email: [steve.greig@act.gov.au](mailto: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

**Office of Fair Trading  
Compliance Unit**

Administrative Service Officer Class 5  
\$41,825 - \$44,349, Canberra  
(PN. 42701 and 42734)

Closing date: 13 December 2001

Duties: The Compliance Unit of the Office of Fair Trading undertakes inspections across a range of industry sectors and business activities to ensure compliance with the Acts administered by the Office, particularly the Fair Trading Laws. Industries administered, include fitness,

liquor, motor vehicle dealers and repairers, real estate, retirement villages, security providers and X film licensees.

The successful applicant will be involved in field inspections, investigations and enforcement activities. Duties will include investigation of consumer complaints, unfair or unlawful trading practices, product safety standards and industry compliance with Codes of Practice.

Applicants will possess demonstrated investigation, enforcement or prosecution skills and should have qualifications or experience in one, or all, of the following fields: regulation of specific industry sectors, consumer protection, law enforcement, accounting or law.

Eligibility/other requirements: The position requires sound oral and written communication skills, an ability to negotiate with a diverse range of people and be able to carry out duties with tact, discretion and confidentiality. The successful applicants will also be required to undertake after hours inspection as part of a shiftwork roster.

Contact Officer: Sue Fairleigh (02) 6207 0422  
Selection documentation may be obtained from Sue Fairleigh (02) 6207 0422

Apply: 19  
CC: 148-9012-17052

**ACT Corrective Services  
Policy Unit****Cultural Diversity Liaison and Policy Officer**

Administrative Service Officer Class 6  
\$45,171 - \$51,888 (PN. 23637)

Closing date: 13 December 2001

Duties: The successful applicant will be required to liaise with, and assist in the provision of, culturally appropriate correctional services, in particular, the provision of services to detainees and offenders from culturally diverse backgrounds. Develop and maintain close working relationships with relevant government departments and agencies, assist with the development, coordination and delivery of specialised training sessions and assist in the development correctional policy, especially in regards to issues in relation to cultural diversity.

Qualifications/Other Requirements: Tertiary qualifications in a relevant field, eg Law, Criminology, Social Sciences would be an advantage. Knowledge of Vietnamese language would be an advantage.

Contact Officer: John Hinchey (02) 6207 0856  
Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853

Apply: 19  
CC: 148-9012-16898

**ACT Corrective Services  
Temporary Register****Probation and Parole Unit  
Probation and Parole Officer**

Administrative Service Officer Class 5  
\$41,207 - \$43,694, Canberra (PN. Various)

Closing date: 13 December 2001

Duties: The Probation and Parole Unit of ACT Corrective Services is seeking expressions of interest from people interested in becoming Case Managers. A number of temporary vacancies exist for motivated, enthusiastic and

## EMPLOYMENT (Continued)

professional staff wanting to work in an exciting, dynamic workplace committed to achieving standards of excellence. The focus is on evidence based practice and a case management approach has been implemented which incorporates a thorough assessment process.

Case Managers are required to manage a caseload of high to medium risk offenders and write reports for the Courts to assist with sentencing. The aim of intervention is to achieve community safety by addressing factors that contribute to offending behaviour. Applicants will be required to have well-developed counselling and negotiation skills and written skills of high standard.

Eligibility/other requirements: Tertiary qualifications in psychology, social work or welfare are highly desirable. Experience in a case management role with a challenging client group would be particularly useful.

Note: Eligibility for these positions will be subject to a satisfactory criminal history check.

Contact Officer: Naomi Buick (02) 6207 0860

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

Apply: 19

CC: 148-9012-16898

### **EMERGENCY SERVICES BUREAU**

#### **ACT Ambulance Service**

Clinical Support Section

Clinical Coordinator (Quality Management)

\$48,986 + Pens & On Call payable as average salary, Canberra (PN. 22913)

Closing date: 5.12.01

Duties: Will include development & implementation of a clinical quality management programme for the ambulance service, preparation of reports on the standard & quality of patient care, & monitoring trends in ambulance industry clinical quality management. The successful candidate will also be required to undertake the responsibilities of Service Duty Manager as rostered.

Selection may take place on application only.

Eligibility/other requirements: Associate

Diploma of Health Science (Ambulance Officer) or equivalent; Current Intensive Care Paramedic qualification, with 2 years experience at this level.

Contact Officer: Howard Wren (02) 6207 9996

Selection documentation may be obtained from David McElligott (02) 6207 5906

Apply: 13

CC: 148-9007-16846

### **DEPARTMENT OF URBAN SERVICES**

#### **Planning and Land Management Group**

##### **Territory Planning Branch**

##### **Structure Planning and Design Section**

Administrative Service Officer Class 6

\$45,172 - \$51,888, Canberra (PN. 5431)

Closing date: 13 December 2001

Duties: Under direction: Assist with the management of structure and outline planning projects, undertake research and analysis, policy development and coordinate activities. Provide policy advice and technical professional expertise.

Assist with the facilitation, monitoring and reviewing of structure and outline planning for the implementation of the Planning and Land Management responsibilities in relation to the Land (Planning and Environment) Act 1991 and the Territory Plan.

Manage consultancies and assist with the preparation of high level submissions, reports and consultant's briefs. Liaise effectively with Government agencies and community and industry groups to determine needs and priorities consistent with servicing the ACT and relevant regional requirements.

Represent the Section and the Planning and Land Management Group at various forums involving other agencies and members of the public.

Eligibility/other requirements: Qualifications and/or experience in town planning, urban design, architecture, landscape architecture or environmental planning essential.

Contact Officer: Paul Lewis (02) 6207 1777

Selection documentation may be obtained from Cheryl Pech (02) 6207 2370

Or from the recruitment home page:

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

Apply: 34

CC: 148-9020 16924

### **ACT WORKCOVER**

#### **Education and Information Section**

WorkCover Officer 3 \$33,644 - \$36,311, Canberra (PN. 21452)

Closing date: 13 December 2001

Duties: Provide client services and administrative support relevant to the activities of the Education and Information unit at ACT WorkCover.

Contact Officer: Julia Collins (02) 6205 0165 or [julia.collins@act.gov.au](mailto:julia.collins@act.gov.au)

Selection documentation may be obtained from Natasha Devoe (02) 6205 0736

Apply: 34

CC: 148-9020 17088

### **DEPARTMENT OF TREASURY**

#### **Government Business Enterprises Management Branch**

##### **Senior Officer Grade C, (PN: 55177)**

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

##### **Applications close 13 December 2001**

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

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

Contact Officer: Floyd Kennedy (02) 6207 0096 or Tony Hays (02) 6207 5602

Selection Documentation Danielle Gilroy on (02) 6207 2551 and is also available from

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

Please note that applications will not be acknowledged.

**EMPLOYMENT (Continued)**

**Note:** Consideration will be given to filling this position on a full time or part time basis depending on the level of applications received. Previous applicants will be considered and need not reapply.

**Apply:** 35 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
**CC: 148-9042-17578**

**INTACT GROUP**

**Senior Officer Grade C  
 Project Manager  
 Pn 14479 And 14480  
 Permanent  
 Salary \$57,191 To \$61,666  
 Location: Callam Offices, Woden, ACT**

**Applications Close:  
 13 December 2001**

**Applications to be forwarded to:**

Human Resource Officer  
 PO Box 658  
 Woden ACT 2601

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

**Position Description**

InTACT is seeking a dynamic and enthusiastic Project Manager to join the Customer Projects Group. The successful applicant will manage IT systems integration projects for the InTACT Project Office.

The position works directly to the Program Manager, CPG and will work closely and integrally with InTACT internal service teams, external service providers and client agencies. The primary role of this position is to manage the coordination and delivery of IT projects and IT services to customers in a commercial environment.

The successful candidate must have excellent customer focus, and a broad technical background (this could be developing) and well developed project management skills.

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

**Rina Brettell on (02) 6205 1054**

**Contact Officer for Selection Documentation  
 Nicole Morris (02) 6207 8922, or via the InTACT  
 web site [www.intact.act.gov.au](http://www.intact.act.gov.au)  
 CC 148-9043-17177**

**INDEPENDENT COMPETITION AND REGULATORY COMMISSION**

**Administrative Service Officer Class 6,**

**(PN: 55693)**

**Finance Officer**

**(Part Time 22:03 hours per week)**

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

**Applications close 13 December 2001**

**Duties:** Under limited direction: Undertake a range of client service, administrative and organisational tasks including financial support to the Senior Commissioner and Head of Secretariat. Responsible for financial transactions and administration including accounts payable, accounts receivable, asset and liability management and financial reporting. Position responsible for the maintenance of MYOB accounting system. Qualifications: Knowledge of the structure and requirements of Financial Management ACT and associated financial reporting requirements.

**Contact Officer:** Ian Primrose (02) 6205 0779  
 Selection Documentation Katie Tsiagalís (02) 6205 0799

Please note that applications will not be acknowledged.

**Apply:** 06 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
**CC: 148-9031-18555**

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**Appointments**

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**THE CANBERRA HOSPITAL**

**Public Affairs Officer 1 \$37,670 - \$43,180**

Rebecca Ellen Maher: 769-64260, Public Affairs and Health Promotion, 3.12.01  
 CC: (2331)

**CHIEF MINISTER'S DEPARTMENT**

Senior Officer Grade B, \$76,073p.a  
 Laurence Giovanni Biglia, AGS No: 769-10174  
 Section 68  
 20 November 2001  
 ACT Information Services, Chief Minister's Department  
**CC: 148-9031-19558**

**DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**

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

Errol John Pentland: 747-87555, Section 68(1),  
 20 November 2001  
 CC: 148-9013-16917

**Family Service Worker Level 1**

**\$37,499 - \$44,349**

Leslie Purcell: 766-14738, Section 68(1), 19  
 November 2001  
 CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**

**Administrative Service Officer Class 3  
 \$33,644 - \$36,310**

Judith Thompson: 771-10232, Section 68/70, 15  
 November 2001  
 CC: 148-9012-16939

**Senior Officer Grade C \$57,191 - \$61,666**

Athol Morris: 771-09055, Section 68/70, 5  
 November 2001  
 CC: 148-9012-16939

**Administrative Service Officer Class 2**

**\$29,539 - \$32,755**

Priscilla Delatorre: 747-86464, Section 68/70,  
 20 November 2001  
 CC: 148-9012-16909

**DEPARTMENT OF URBAN SERVICES**

**Administrative Service Officer Class 3**

**\$33,644 - \$36,310**

Chloe May Elvy: AGS No 772-38519, Section  
 68(1), 12/11/01  
 CC: 148-9020 17776

## EMPLOYMENT (Continued)

### DEPARTMENT OF TREASURY

Administrative service Officer Class 4  
 \$37,499 - \$40,714p.a  
 Meredith Zarb, AGS No: 773-03069  
 Section 68  
 20 November 2001  
 Taxation Services, ACT Revenue Management,  
 ACT Department of Treasury  
 CC: 148-9042-17176

### CULTURAL FACILITIES CORPORATION

**Administrative Service Officer Class 6,  
 \$45,604 - \$52,385**  
 Sarah Lewis: 771-59822, Section 68 and 70(1),  
 14 November 2001  
 CC: 148-9008-16850

### ACT GAMBLING AND RACING COMMISSION

Administrative Service Officer Class 4  
 \$37,499 - \$40,714p.a  
 Sue McCaffrey, AGS No: 757-47862  
 Section 68  
 15 November 2001  
 ACT Gambling and Racing Commission  
**CC: 148-9085-17763**

### INTACT GROUP

**Due to the positions not transferred yet to  
 Department of Treasury, all current positions  
 with InTACT will remain with CMD until transfers  
 take effect.**

Senior Information Technology Grade C,  
 \$61,666p.a  
 Doone Alison Jones, AGS No: 769-10094  
 Section 68  
 19 November 2001  
 The InTACT Group, ACT Department of Treasury  
**CC: 148-9043-17177**

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## Transfer

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### THE CANBERRA HOSPITAL

Kellie Lee Ling Lang: 260-53557  
 From: Registered Nurse Level 3  
 \$48,200 - \$51,307  
 The Canberra Hospital  
 To: Registered Nurse Level 3 \$48,200 - \$51,307  
 Orthopaedic Ward, The Canberra Hospital,  
 Canberra (PN.22381) (5.7.01)  
 CC: 1944

Elizabeth Tuohy: 734-51742  
 From: Registered Nurse Level 2  
 \$43,711 - \$46,474  
 The Canberra Hospital  
 To: Registered Nurse Level 3 \$48,200 - \$51,307  
 Orthopaedic Ward, The Canberra Hospital  
 Canberra (PN.22381) (5.7.01)  
 Date of Transfer: 30.8.01 to 3.5.02 or until the  
 return of the nominal occupant  
 CC: 1944

### DEPARTMENT OF URBAN SERVICES

**J. Hagan: AGS No 752-14994**  
 From: APS 5 \$42,610 - \$45,182  
 Department of Transport and Regional Services  
 To: †Technical Officer Level 3 \$39,355-\$44,628  
 Environment Protection Unit Urban Services,  
 Canberra (PN. 15332) (Gazette No 33,  
 16/8/01)  
 Note: This is a transfer on reduction. This  
 transfer is made as an appointment under  
 Section 115 of the Public Sector  
 Management Act 1994 and is a deemed  
 transfer on reduction.  
 CC: 148-9028 16937

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## Promotions

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### Promotions under the *Public Sector Management Act 1994*

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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

## EMPLOYMENT (Continued)

- provisions in section 115 of the Act, or you are still covered by the provisions of the repealed Officers' Rights Declaration Act. However, you may only appeal if the position applied for is higher than the last position you held in the ACTPS or APS.

### YOU CAN NOT APPEAL WHEN:

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

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

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

### ADVICE TO POTENTIAL APPELLANTS

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

### GROUND OF APPEAL

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

### EFFICIENCY

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

- (2) For the purpose of forming an opinion as to the most efficient of the officers concerned, the Committee shall have regard to:
  - (a) the abilities, qualifications, experience, standard of work performance and personal qualities of each officer, to the extent that the Committee considers that those matters are relevant to the performance of the duties of the office; and
  - (b) if and only if the Chief Executive who made the promotion has indicated that, for the purpose of forming an opinion under section 83, the Chief Executive had regard

to the potential of officers for further career developments in the Service, or the ability of officers to perform the duties of other offices in the Department of the same or equal classification-that matter.

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

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

### ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

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

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

### FORM OF APPEAL

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

- Date of *Gazette*/notice;
- Name of promotee/selectee;
- Department in which promotion/selection made;
- Your full name;
- Your **private** postal address, as well as your work address and telephone number;
- 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

## EMPLOYMENT (Continued)

- ACTPS position, the current position you hold in the APS or the statutory authority);
- Office/branch and department or agency; and
- AGS number.

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

### WHEN TO LODGE APPEALS

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

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

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

### WHERE TO LODGE APPEALS

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

### ADVICE TO PROMOTEES AND APPELLANTS

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

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

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

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

- (i) the departmental statement (which consists of all material sent to the PAC by the promoting department); and

- (ii) the written material submitted by other parties to the appeal which addresses their claims to superior efficiency.

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

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

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

### CONTENT OF STATEMENTS

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

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

## EMPLOYMENT (Continued)

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

### PAC PROCEDURES

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

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

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

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

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

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

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

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

### SUPERVISORS/REFEREES

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

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

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

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

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

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

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

An applicant must provide the following details:

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

It is important to provide details to support your claim of patronage, favouritism, unlawful discrimination and/or serious defect in the process. A reasonable time will be allowed, 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

**EMPLOYMENT (Continued)**

- (2) obtain feedback from the convener of the selection advisory committee and discuss your concerns with the delegate who made the promotion.

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

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

**WHERE TO LODGE AN APPLICATION FOR REVIEW**

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

**DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE****Population Health Division  
Health Protection Service  
ACT Government Analytical Laboratory  
Ian Whittall: 742-40656**

From: Professional Officer Class 1  
\$31,500 - \$44,192  
ACT Department of Health, Housing and Community Care  
To: Professional Officer Class 2  
\$45,171 - \$50,482  
Health Protection Service, ACT Department of Health, Housing and Community Care, Canberra (PN. 26163) (43, 25/10/01)  
CC: 148-9011-16889

**Central Office  
Community Health and Housing  
Housing Policy**

**Robert John Byrnes: 741-18415**  
From: Graduate Administrative Assistant,  
\$25,492 - \$32,755  
Department of Health, Housing and Community Care  
To: Administrative Service officer Class 5,  
\$41,825-44,349  
Housing Policy, Department of Health, Housing and Community Care, Canberra (PN. 20062)  
Duties: Assist in the developing and coordinating of policy, contract management for public, indigenous and community housing in the ACT and secretariat support to the ACT Housing Advisory Committee.  
Note: This promotion is made under Section 83 of the Public Sector Management Act 1994, and is to a non-advertised vacancy. Any suitably qualified officer may appeal.  
CC: 17913

**Central Office  
Community Health and Housing  
Drug and Alcohol Policy  
Christopher Paul Killick-Moran: 741-19952**

From: Graduate Administrative Assistant,  
\$25,492 - \$32,755  
Department of Health, Housing and Community Care  
To: Administrative Service officer Class 5,  
\$41,825 - \$44,349  
Drug and Alcohol Policy, Department of Health, Housing and Community Care, Canberra (PN. 24117)  
Duties: Assist with the purchase of services from the community services sector, including liaison with government and community agencies. Be responsible for the collection, compilation and analysis of performance statistics for community programs.  
Note: This promotion is made under Section 83 of the Public Sector Management Act 1994, and is to a non-advertised vacancy. Any suitably qualified officer may appeal.  
CC: 17913

**THE CANBERRA HOSPITAL****Corporate  
Human Resource Management Group  
Thomas Ballantyne: 762-84273**

From: Graduate Administrative Assistant  
\$24,820 - \$31,892  
Human resource Management Group (Dagger) To: Administrative Service officer Class 4 \$36,510 - \$39,641  
Human Resource Management Group, The Canberra Hospital, Canberra (PN. 29858 vice Marnie Hodsdon, 29/11/2001)  
Duties: Assist in the provision of an HRM program/service. Contribute to the implementation of specific HRM initiatives. Undertake less complex research into HRM matters using relevant legislation, awards and agreements.  
Note: This promotion is under Section 97 of the Public Sector Management Act and is therefore unappealable.  
CC: 1312

**Women & Children's SMT - Nursing  
Neonatal and Parent Support Services (NAPSS)  
Anne-Marie Ramsay: 749-69287**

From: Registered Nurse Level 1  
\$32,664 - \$42,332  
Centre for Newborn Care  
To: Registered Nurse Level 2 \$43,711 - \$46,474  
Neonatal and Parent Support Services, The Canberra Hospital, Canberra (PN. 20437)  
CC. 2134

**Corporate - Nursing  
Nursing Shift Co-ordinator/After Hours CNC  
Jeanette MacCullagh: 260-68804**

From: Registered Nurse Level 1  
\$32,664 - \$42,332  
Centre for Newborn Care  
To: Registered Nurse Level 3 \$48,200-\$51,307  
Nursing Shift Co-ordinator/After Hours CNC, The Canberra Hospital, Canberra (PN. 24727)  
CC. 1213



**EMPLOYMENT (Continued)****Corporate - Nursing  
Nursing Shift Co-ordinator/After Hours CNC****Jeanine Young: 739-66295**From: Registered Nurse Level 1  
\$32,664 - \$42,332

Emergency Department

To: Registered Nurse Level 3 \$48,200 - \$51,307  
Nursing Shift Co-ordinator/After Hours CNC, The  
Canberra Hospital, Canberra (PN. 24729)  
CC. 1213**Corporate - Nursing  
Nursing Shift Co-ordinator/After Hours CNC  
Patricia Murray: 260-67860**From: Registered Nurse Level 2  
\$43,711 - \$46,474

Centre for Newborn Care

To: Registered Nurse Level 3 \$48,200 - \$51,307  
Nursing Shift Co-ordinator/After Hours CNC, The  
Canberra Hospital, Canberra (PN. 24728)  
CC. 1213**Corporate - Nursing  
Nursing Shift Co-ordinator/After Hours CNC  
Jenny Hegarty: 735-35006**From: Registered Nurse Level 1  
\$32,664 - \$42,332

Centre for Newborn Care

To: Registered Nurse Level 3 \$48,200 - \$51,307  
Nursing Shift Co-ordinator/After Hours CNC, The  
Canberra Hospital, Canberra (PN. 24735)  
CC. 1213**Corporate - Nursing  
Nursing Shift Co-ordinator/After Hours CNC  
Pauline Murtagh: 261-63684**From: Registered Nurse Level 1  
\$32,664 - \$42,332

Renal (Ward 8A)

To: Registered Nurse Level 3 \$48,200 - \$51,307  
Nursing Shift Co-ordinator/After Hours CNC, The  
Canberra Hospital, Canberra (PN. 24016)  
Note: This position is identical to PN's 24727,  
24728, 24729 & 24735 which were advertised in  
the Gazette on 23/08/01.  
CC. 1213**Corporate  
Human Resource Advisory Unit  
Tania Julian: 719-22125**From: Administrative Services Officer Class 4  
\$36,510 - \$39,641

Human Resource Advisory Unit

To: Administrative Services Officer Class 6  
\$43,980 - \$50,520Human Resource Advisory Unit, The Canberra  
Hospital, Canberra (PN. 27984) (11/10/01)  
CC. 1312**Corporate  
Human Resource Advisory Unit  
Marnie Hodson: 752-25132**From: Administrative Services Officer Class 4  
\$36,510 - \$39,641

Human Resource Advisory Unit

To: Administrative Services Officer Class 5  
\$40,723 - \$43,180Human Resource Advisory Unit, The Canberra  
Hospital, Canberra (PN. 28748) (11/10/01)  
CC. 1312**ACT COMMUNITY CARE****Martin O'Hehir: 735-29175**From: Disability Support Officer Level 2  
\$34,685 - \$38,827

ACT Community Care

To: Disability Support Officer Level 3  
\$43,656 - \$46,355Disability Program, ACT Community Care,  
Canberra (PN. 27415 6 September 2001)  
CC: 148-9009-16861**DEPARTMENT OF EDUCATION AND  
COMMUNITY SERVICES****Telopea Park School  
Vicki Ann Goulder: 713-07616**From: Administrative Service Officer Class 5  
\$41,825 - \$44,349Department of Education and Community  
ServicesTo: Administrative Service Officer Class 6  
\$45,171 - \$51,888**Telopea Park School**, Department of Education  
and Community Services, Canberra (PN. 323)  
(No. 37, 13 September 2001)Note: This promotion is to an expected vacancy.  
CC: 148-9013-16917**CANBERRA INSTITUTE OF TECHNOLOGY****Canberra Institute of Technology  
Faculty of Communication and Community  
Services  
Faculty Management Unit****Mrs Tiina Wilson 711-16895**

From: ASO 3 \$33,810 - \$36,489, CIT

To: ASO 4 \$37,684 - \$40,915, CIT, Faculty of  
Communication and Community Services,  
Canberra (PN. 55032) (Gazette, 18/10/2001)**CC: 148-9024-17271****Division of Corporate Services  
Facilities Unit****Stephen Michael Bell: AGS NO: 025-45602**From: General Service Officer Class 6  
\$30,695 - \$32,246

Canberra Institute of Technology

To: General Service Officer Class 8

\$36,239 - \$38,368

Facilities Unit, Corporate Services Division,  
Canberra Institute of Technology (PN. 54637)  
(Gazette No 40, 4 October, 2001)Note: This position is made subject to the  
appeal provisions under Clause 8 of the  
Canberra Institute of Technology (Non-teaching  
Staff) Certified Agreement 2000-2002.Officers wishing to appeal this promotion  
should address their appeal to the Manager,  
Human Resource Management Unit, Canberra  
Institute of Technology, PO Box 826, Canberra  
ACT 2601 within 14 days of gazettal of this  
promotion.

CC: 148-9024-16930

## EMPLOYMENT (Continued)

### **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 Judith Williams: 738-47560**

From: Administrative Service Officer Class 2  
\$29,539 – \$32,755  
Registrar-General's Office  
To: Administrative Service Office Class 4  
\$47,499 – \$40,714  
Registrar-General's Office  
(PN.42545)(20 September 2001)  
CC: 148-9012-17189

#### **ACT Government Solicitor's Office Claims Section**

**Cherie Cortes: 738-47536**  
From: Administrative Service Officer Class 3  
\$33,644 - \$36,310  
ACT Government Solicitor's Office  
To: Administrative Service Officer Class 4  
\$37,499 - \$40,714  
ACT Government Solicitor's Office  
(PN.44004) (25 October 2001)  
CC:148-9012-16909

### **DEPARTMENT OF URBAN SERVICES**

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

#### **City Management Group ACT No Waste Support Section**

**H. N. Roach: AGS No 310-84999**  
From: Administrative Service Officer Class 4  
\$37,499 - \$40,715  
Urban Services  
To: Administrative Service Officer Class 5  
\$41,825 - \$44,349  
Support Section Urban Services, Canberra (PN. 48039) (Gazette No 40, 4/10/01)  
Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7<sup>th</sup> day after notification in the Gazette.  
CC: 148-9019 17026

### **Environment ACT Environment Protection Unit**

#### **D. Jongeneel: AGS No 754-16385**

From: Technical Officer Level 3  
\$38,951 - \$44,191  
Urban Services  
To: Professional Officer Class 2  
\$45,617 - \$50,981  
Environment Protection Unit Urban Services, Canberra (PN. 15332) (Gazette No 33, 16/8/01)  
Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7<sup>th</sup> day after notification in the Gazette.  
CC: 148-9028 16937

#### **Operations Group Land and Property Branch**

**K. A. Deards: AGS No 701-45600**  
From: Administrative Service Officer Class 6  
\$45,172 - \$51,888  
Urban Services  
To: †Senior Officer Grade C \$57,192-\$61,666  
Urban Services, Canberra (PN. 13857) (Gazette No 18, 3/5/01)  
Note: This position was advertised as several.  
CC: 148-9015 20692

### **INTACT GROUP**

Due to the positions not transferred yet to Department of Treasury, all current positions with InTACT will remain with CMD until transfers take effect.

#### **N. N. Jones AGS No 757-48005**

From: Administrative Service Officer Class 3,  
\$33,644 - \$36,310p.a  
From: InTACT Group, Department of Treasury  
To: Information Technology Officer Grade 1  
\$36,310 - \$41,517p.  
(PN: 14660), Service Delivery, The InTACT Group, ACT Department of Treasury  
26 July 2001  
All appeal applications should be addressed to:  
Convener of the Appeal Panel  
PO Box 749  
Civic Square ACT 2608

**CC 148-9043-17177**

#### **N. W. Cook AGS No 757-51837**

From: Administrative Service Officer Class 3,  
\$33,644 - \$36,310p.a  
From: InTACT Group, Department of Treasury  
To: Information Technology Officer Grade 1  
\$36,310 - \$41,517p.  
(PN: 14332), Service Delivery, The InTACT Group, ACT Department of Treasury  
26 July 2001  
All appeal applications should be addressed to:  
Convener of the Appeal Panel  
PO Box 749  
Civic Square ACT 2608

**CC 148-9043-17177**

## EMPLOYMENT (Continued)

### **Retirements and dismissals**

#### **DEPARTMENT OF URBAN SERVICES**

*Section 143 Public Sector Management Act:*  
 Holger Erich Selck, General Service Officer  
 Level 8, 14 November 2001  
 CC: 148-9015 17777

*Section 143 Public Sector Management Act:*  
 Eric James Barber, General Service Officer  
 Level 8, 16 November 2001  
 CC: 148-9015 17777

### **Corrigenda**

#### **DEPARTMENT OF URBAN SERVICES**

Policy and Legislation Section, Land Information and Building Services Branch  
 Position Number LIBSB SOGA/B was advertised in the Gazette of 15/11/01. The recruitment process for this position is no longer occurring.  
 CC: 148-9020 16925

BEPCON, Land Information and Building Services  
 Position number 15181 SOG/A was advertised in the Gazette of 15/11/01. In the Eligibility/other requirements, the first sentence should read: Tertiary qualifications in an Engineering discipline desirable.  
 CC: 148-9020 17031

### **ACT Public Service Index of addresses**

- 05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Public Hospital. PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606

- 17 Resource Advisor, Business Services Bureau, Department of Health, Housing and Community Care, PO Box 11, Woden ACT 2606
- 18 The Personnel/ HR Officer, ACT Legislative Assembly Secretariat, GPO Box 1020, Canberra ACT 2601
- 20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611
- 21 Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601
- 23 Recruitment Officer, Central Office, (Level 2 North Building) Department of Health, Housing and Community Care, GPO Box 825, Canberra City ACT 2601
- 28 Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608
- 30 The Secretary, Milk Authority of the ACT, GPO Box 1110, Canberra ACT 2601
- 31 The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226, Civic Square ACT 2608
- 34 Applications Officer, Urban Services, GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of Treasury and Infrastructure, GPO Box 158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer Community and Health Services Complaints Commissioner's Office, GPO Box 1321, Canberra ACT 2601.
- 37 The Recruitment Officer Faculty of Communication and Community Services Canberra Institute of Technology GPO Box 826 Canberra City ACT 2601

## GOVERNMENT NOTICES

Australian Capital Territory

### **Mental Health Officer**

made under the

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

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I make the following appointment

**ANTHONY JOHN FRY**

Richard Anthony Clarke  
Executive Director  
Mental Health Services  
16 November 2001

## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

Mental Health (Treatment and Care) Act 1994

### **APPOINTMENT OF MENTAL HEALTH OFFICERS**

#### **EXPLANATORY STATEMENT**

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

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

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

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

## **GOVERNMENT NOTICES (Continued)**

Australian Capital Territory

### **Mental Health Officer**

made under the

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

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I make the following appointment

**ANNA IRENE DUTTON**

Richard Anthony Clarke  
Executive Director  
Mental Health Services  
16 November 2001

## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

Mental Health (Treatment and Care) Act 1994

### **APPOINTMENT OF MENTAL HEALTH OFFICERS**

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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)***

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I make the following appointment

**JUANITA ANN SMITH**

Richard Anthony Clarke  
Executive Director  
Mental Health Services  
16 November 2001



## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

Mental Health (Treatment and Care) Act 1994

### **APPOINTMENT OF MENTAL HEALTH OFFICERS**

#### **EXPLANATORY STATEMENT**

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