



Australian Capital Territory

Gazette

No. 50, Thursday 13 December, 2001

Contents

General Information	ii
Employment	1379
Government Notices	1396

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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Notices for Publications

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

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

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

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

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EMPLOYMENT

ACT Public Service

Executive Contracts

Appointments

DEPARTMENT OF TREASURY

Rick Scott-Murphy
 Chief Executive Officer
 Kingston Foreshore Development Authority
 (E203)
 Section 72 Public Sector Management Act 1994

THE CANBERRA HOSPITAL

Kimberley Pierce
 Executive Director
 Surgical Services (E207)
 Section 72 Public Sector Management Act 1994

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 AND COMMUNITY CARE

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

Population Health Division Health Protection Service ACT Government Analytical Laboratory Environmental Chemistry

Senior Professional Officer Grade C
 \$57,191 - \$61,666, Canberra (PN. 26162)
 Closing date: 27 December 2001
 Duties: Plan, direct and control the operations of the Environmental Unit. Evaluate, finalise, modify and/or review reports accepting responsibility for detail. Direct and participate in more complex investigations and special programs. Act as consultant and provide professional advice on technical matters.
 Eligibility/other requirements: Degree or Diploma in Science or other approved qualification.
 Contact Officer: Peter Smith (02) 6205 8701
 Selection documentation may be obtained from Cathie McIntosh (02) 6205 1710
 Apply: 20
 CC: 148-9011-16889

EMPLOYMENT (Continued)**Population Health Division
Health Protection Service****ACT Government Analytical Laboratory
Environmental Chemistry**

Professional Officer Class 2, \$45,171 - \$50,482,
Canberra (PN. 27725) Expected Vacancy
Closing date: 27 December 2001

Duties: Under limited direction perform analytical investigations of a complex nature and prepare associated reports. Participate in the work of the Environmental Unit. Assist in the development of new and/or revised methods and techniques. Supervise and instruct subordinate staff.

Eligibility/other requirements: Degree or Diploma in Science or other approved qualification.

Contact Officer: Peter Smith (02) 6205 8701
Selection documentation may be obtained from Cathie McIntosh (02) 6205 1710

Apply: 20

CC: 148-9011-16889

**Population Health Division
Health Promotion Unit****Youth Smoking Prevention Strategy**

Administrative Service Officer Class 6,
\$45,171 - \$51,888, Canberra (PN. 23795)

Closing Date: 10 January 2002

This is a new project being undertaken by the Health Promotion Unit. The project will be run over 4 years to develop, implement and evaluate a comprehensive strategy focusing on the prevention of smoking by young people. The initial employment contract period is until 30 June 2003.

Duties: Develop and maintain effective stakeholder relationships to support project collaboration and coordination including support for the advisory committee to the Youth Smoking Prevention Strategy. Undertake formative research for the project including review of relevant literature/program and qualitative and quantitative survey material. Project manage the development, implementation and evaluation of the project in consultation with the strategy advisory committee and management of the Health Promotion Unit.

Contact Officer: Ms Anna Perkins
(02) 6207 2499

Selection documentation may be obtained from Melissa Lee (02) 6207 9525

Apply: 20

CC: 148-9011-16889

**Population Health Division
Health Protection Service****Communicable Diseases Control****National Young Adult Measles**

Registered Nurse Level 2, \$44,895 - \$47,732,
Canberra (PN 24025)

Closing Date: 3 January 2002

Duties: Coordinate the implementation and evaluation of the National Young Adult MMR Program in the ACT. Liaise with public and private immunisation providers on issues pertaining to vaccine provision. Provide education to workplaces including Government offices, private industry and tertiary education centres. Assist with surveillance activities

related to measles notifications, and other cases of vaccine preventable diseases as required.

Note: Position is a six month temporary vacancy.

Contact Officer: Ms Yvonne Epping
(02) 6205 0860

Selection documentation may be obtained from Kim Holden (02) 6207 0897

Apply: 20

CC: 148-9011-16889

Central Office**Financial Management and Support Services
Human Resources Unit**

Senior Officer Grade C, \$57,191 - \$61,666,
Canberra (PN. 23950 expected vacancy)

Closing date: 2 January 2002

Duties: Provide advice to Management and Staff on human resource issues/entitlements specifically Industrial Relations.

Contact Officer: John Duffy (02) 6207 7410

Selection documentation may be obtained from Eric Haakonssen (02) 6205 2031

Apply: 23

CC: 17925

Central Office**Executive Coordination**

Administrative Service Officer Class 5,
\$41,825 - \$44,349, Canberra (PN. 29744)

Closing date: 2 January 2002

Duties: Coordinate and maintain all aspects of the ACT Health and Community Care Human Research Ethics committee. Provide secretariat support to the above committee and the Clinical Trials Sub-Committee. Maintain a Trust Account for both committees.

Contact Officer: Tania Poulos (02) 6205 0829

Selection documentation may be obtained from Philip Busic (02) 6205 0848

Apply: 23

CC: 16886

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.

EMPLOYMENT (Continued)

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

Women and Children's Health Services

Centre for Newborn Care

Registered Nurse Level 2 \$43,711 - \$46,474,
Canberra (PN. 22227 & PN22463)

Closing date: 28th December 2001

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

Eligibility/other requirements: Registered as a general nurse and midwife with the ACT Nurses' Registration Board. Minimum of three years recent full-time equivalent post registration experience in Neonatal nursing and holds a relevant post registration Neonatal nursing qualification.

Note: Position No. 22463 is an expected permanent part-time vacancy at 72:00 hours per fortnight.

Contact Officer: Leonie Henderson
(02) 6244 4075

Selection documentation may be obtained from the Human Resource Management Group
(02) 6244 2257

Apply: 16
CC: 2149

Medical SMT

Medical Services

Gastroenterology Outpatients

Administrative Service Officer Class 2
\$28,760 - \$31,892, Canberra (PN. 23786)

Closing date: 2nd January 2001

Duties: Type confidential medical reports and correspondence from dictaphone tapes and written tapes. Assist in utilising programs for other office systems eg patient index, appointments, statistics, endoscopy reporting. Provide reception service and maintain appointments system for outpatient's clinics.

Eligibility/other requirements: Secretarial and clerical experience, excellent keyboard skills and medical terminology highly desirable.

Contact Officer: Ms Amy Howard (02) 6244 2393

Selection documentation may be obtained from the Human Resource Management Group
(02) 6244 2566

Apply: 16

CC: 161731

Medical SMT

Medical Services Administration

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

Closing date: 2nd January 2001

Duties: The Medical SMT works in a dynamic environment providing administrative and management support to Medical Services within The Canberra Hospital. The successful applicant will be primarily required to provide accounts support to the Medical Services team including approval of invoices, preparation of journals, end of month accruals and distribution of reports.

Eligibility/other requirements: Previous experience in a healthcare environment and /or experience with ORACLE financials would be

an advantage. Accounting qualifications or significant progress towards achieving same highly desirable.

Note: This is a part time position 36:45 per fortnight – anticipated Wednesday, Thursday / Friday

Contact Officer: Ms Jennifer Hutchinson
(02) 6244 2660

Selection documentation may be obtained from the Human Resource management Group
(02) 6244 2566.

Apply: 16
CC: 1711

Mental Health Services

Forensic Mental Health

Forensic Mental Health Worker – Professional
Officer Class 2 / Registered Nurse Level 3

\$43,980 - \$49,151 / \$48,200 - \$51,307
Canberra (PN. Two Positions)

Closing date: 3rd January 2002 (three week close)

Mental Health Services is seeking applications from suitably qualified individuals to fill two positions in Forensic Services.

As members of a multidisciplinary team, appointees will undertake complex assessment, treatment and management of clients with a mental illness in forensic or custodial settings. The successful applicants will have a knowledge and understanding of the interpersonal dynamic as it exists with custodial and forensic settings. A knowledge of mental health considerations as they pertain to those who are presently subject to legal proceedings or who are detained in custody. Experience in dealing with legal and judicial bodies, such as the ACT Magistrates and Supreme Courts, Mental Health Tribunal and Corrective Services. Experience and expertise in the application of diagnostic and treatment principles as they pertain to psychopathological entities commonly found in the forensic and custodial populations.

Eligibility/other requirements: Tertiary qualification or equivalent in Psychology, Social Work, Mental Health Nursing or Occupational Therapy with current ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation.

Note: The positions will be filled at the PO2 or RN3 level depending on qualifications.

Contact Officer: Keith Smith (02) 6205 1551
Selection documentation may be obtained from the Human Resource Management Group
(02) 6244 3580

Apply: 16
CC: (2234)

Corporate Services

Human Resource Advisory Group

Senior Officer Grade C \$55,684 - \$60,040
Canberra (23973)

Closing date: 11th January 2002
(four week close)

The suitable applicant must be able to provide high-level policy advice to the executive on matters relating to the management of employee relations within the Hospital. Provide advice of a technical nature on industrial relations issues relating to the operation of the

EMPLOYMENT (Continued)

Workplace Relations ACT 1966, and relevant awards and enterprise agreements. Provide industrial relations advocacy services before the Australian Industrial Relations Commission and support other Human Resource Management Group staff in the performance of this role.

Contact Officer: Doug Jackman (02) 6244 2062 / Jim Bright (02) 6244 4068

Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2888

Apply: 16
CC: (1312)

Medical SMT**Clinical Haematology****Medical Oncology Unit**

Registered Nurse Level 2 / Research Assistant \$43,711- \$46,474 / \$32,625 - \$44,274, Canberra
Closing date: 3rd January 2002 (three week close)

The successful applicant will be responsible for the day to day conduct of clinical research in the Oncology department, including the management of clinical trials in collaboration with local investigators. Counselling and follow-up of patients participating in clinical trials. Ensure timely performance of investigations and accurate completion of research paperwork.

Eligibility/other requirements: Registered nurse, Pharmacist or related health care discipline with Australian registration where appropriate.

Note: The position will be filled at either the Registered Nurse level 2 or Research Assistant level depending on qualifications and experience.

This position is available for an initial period of 12 months.

Contact Officer: Dr Paul Craft (02) 6244 2220

Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2566

Apply: 16
CC: (1872)

Medical Imaging**Nuclear Medicine**

Nuclear Medicine Technologist/PO2
\$43,980 - \$49,151, Canberra (28992)

Closing date: 11th January 2002

The successful applicant will be required to perform imaging and non-imaging nuclear medicine procedures including :

- * Radiopharmaceutical preparation, calibration, administration and storage.
- Acquisition and analysis of image data.
- Application of clinical analysis software.
- Under direction of radiation safety officer perform the tasks involved in radiation protection including decontamination procedures.

Eligibility/other requirements: Bachelor of Applied Science in medical Radiation Science (Nuclear Medicine)

Note: This is an expected vacancy. Applicants may be selected on the basis of written application and referee reports, which should

address the selection criteria.

Contact Officer: Mr Chris McLaren
(02) 6244 2439

Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2888

Apply: 16
CC: (2714)

Corporate Services**Financial Management**

Assistant Revenue Accountant /ASO 6

\$43,980 - \$50,520, Canberra (20921)

Closing date: 3rd January 2002

Duties: Supervise the day to day patient admission, discharge, billing, collection and banking activities of Accounts, Cashiers and Admissions and Discharge sub-sections ensuring that all processing is in accordance with approved procedures and internal controls. Prepare all revenue and debtor journals leading to the timely preparation of monthly debtor, patient and sundry revenue reports in conjunction with related revenue statistical and performance indicator data. Oversee the preparation of submissions for write-off debts deemed irrecoverable and carry out related debtor adjustments following approval by the Chief Finance Officer.

Contact Officer: Mr Ron McNeilly
(02) 6244 3656

Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2888

Apply: 16
CC: (8310)

Information Management**Medical Imaging**

Administrative Services Officer Class 3 \$32,758 - \$35,353, Canberra (PN. 23716)

Closing date: 11 January 2002

Duties: Provide administrative and office support to the Clinical Director and other members of the management team in the Medical Imaging Department. Operate computer and dictaphone equipment as required. Assist in the preparation of briefs, submissions, reports and other written material. Maintain a register of incoming and outgoing correspondence and other documents. Provide reception services including screening and directing calls, answering enquires on behalf of the Clinical Director or other managers.

Note: Selection may be made on the basis of written applications and referee reports only.

Contact Officer: Peter Kaylock (02) 6244 2111

Selection documentation may be obtained from the Human Resource management Group on (02) 6244 2888

Apply: 16
CC: 2711

ACT COMMUNITY CARE**Community Rehabilitation Program****Community Team****Physiotherapists**

Professional Officer Class 2

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

Position No: 25528 - Full-time permanent

Salary packaging with FBT exemption under PBI conditions is available.

EMPLOYMENT (Continued)

Position No: 25529 - 12 month temporary contract 18:22 hours per week

Salary packaging with FBT exemption under PBI conditions may be available

Suitably qualified and experienced physiotherapists are required to join the community multi-disciplinary team providing rehabilitation services for both community clients in the ACT. Strong professional links exist with other physiotherapists throughout the ACT. These positions involve the provision of clinical physiotherapy services and health promotion activities related to rehabilitation clients.

Eligibility: Degree or Diploma in Physiotherapy, registered or eligible for registration in the ACT, a minimum of two years clinical experience.

Drivers Licence.

For further information please call Jill Freeman, Senior Physiotherapist (02) 6244 2222, page 50205, or Gerda Caunt, Multi-disciplinary Team Leader, Community Team (02) 6205 1496

Selection documentation can be obtained from Kristy Fattore (02) 6244 2855.

Applications Close: 10 January 2002

Apply: 21

CC: 148-9009-18269

CALVARY HEALTH CARE ACT**Nursing Services
Operating Rooms**

Registered Nurse Level 2 \$46,073 - \$48,985, Canberra (PN. 8586)

Closing date: 20 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: Helen Palmer (02) 6201 6168

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

Apply: 07

CC: 148-9094-17781

**Nursing Services
Nursing Administration (Nursing Co ordinator - Relief)**

Registered Nurse Level 3 \$50,804 - \$54,079, Canberra (PN. 8814)

Closing date: 20 December 2001

Duties: Implement and co-ordinate policies and processes in accordance with the objectives and values of the organisation. Provide leadership in the planning, organisation and utilisation of human resources.

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

Minimum of 5 years recent post registration experience including demonstrated relevant competency.

Note: Part time 56.00 hpf 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

ACTION**Finance & Corporate Affairs****Finance****Purchasing & Logistics**

Administrative Service Officer Class 6

\$44,728 pa - \$51,379 pa, Canberra (PN. A20197)

Closing date: 27 December 2001

Duties: Under limited direction manage and be accountable for ACTION's purchasing, contracting and logistic functions. Develop and maintain appropriate policy and strategic direction in the management of ACTION's stores and statistical/financial analysis reports.

Manage stocktakes, value items and disposals in accordance with appropriate guidelines and standards. Manage and develop assigned staff

to ensure that objectives are fully met in a timely manner and assist in the achievement of ACTION's Business Plan and implement and maintain elements of ACTION's Quality System. Contact Officer: Warren Halverson (02) 6207 8010

Selection documentation may be obtained from 24 Hour Answering Service (02) 6207 8076

Apply: 08

CC: 148-9027-17791

CHIEF MINISTER'S DEPARTMENT**artsACT****Public Art Co-Ordinator****Senior Officer Grade C (PN: 55301)**

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

Temporary Vacancy for a period of up to twelve months

Applications close 27 December 2001

Duties: The Public Art Co-ordinator manages the ACT Public Art Program and will be responsible for: providing strategic policy advice on issues relating to Public Art; developing, coordinating, monitoring and evaluating public art projects, including the development and preparation of project briefs and contracts, management of selection of artists in accordance with ACT Government procurement guidelines, and coordination of a maintenance program.

Contact Officer: Lyn Allan on (02) 6207 2384

Selection Documentation Ha Le Platt on

(02) 6207 2381 and is also available from

<http://www.act.gov.au/recruitment/cmd.htm>

Please note that applications will not be acknowledged.

Apply: 06 or via email:

recruitment.officer@act.gov.au

CC: 148-9031-17204

**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/) 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

EMPLOYMENT (Continued)

(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.

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

Director \$131,743, Canberra
(PN. E072)

Closing date: 3 January 2002

Duties: The Director will provide strong leadership and change management focus to enhance the well being of families and to prevent significant harm to children. Family Services provides a range of services to support families from early intervention programs, the provision of substitute care for children and young people who can no longer live at home.

Contact Officer: Sue Birtles (02) 6205 1938
Selection documentation may be obtained from Linda Cullen (02) 6205 1938

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Holt Primary School

Teacher Level 3, Principal Category 3
\$59,730 - \$65,730, Canberra (PN. 4116)

Closing date: 20 December 2001

Duties: Demonstrated ability to achieve quality educational outcomes in partnership with all members of the community. An understanding of the needs of the community and the ability to articulate a well-developed educational philosophy and to demonstrate how this is relevant to implementing policies and curriculum.

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 Maria Pintos-Lopez (02) 6205 7194

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Quality Management and Review Branch
Professional Appraisal Section**

Teacher Level 3 \$59,730 - \$65,730, Canberra
(PN. 4031)

Closing date: 20 December 2001

Duties: Assist the Manager in discharging the manager's responsibilities to the Principal and Teacher Professional Appraisal Program by providing leadership advice and support to principals and teachers in the implementation of the programs.

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

Note: This position is available from as soon as possible

Contact Officer: Gerry Cullen (02) 6205 5479

Selection documentation may be obtained from the Contact Officer (02) 6205 5479

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

**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

**Policy and Regulatory Division
Justice Planning and Programs**

Administrative Service Officer Class 6
\$45,171 - \$51,888, Canberra (PN. 42987)

Closing date: 27 December 2001

Duties: The occupant of this position will be required to perform research, legal and administrative tasks associated with the functions of the unit; provide advice to the Government on more complex questions relating to crime prevention and other criminal justice matters; assist in the development and management of programs; prepare related correspondence, reports and submissions; and represent the Branch in its dealings with other agencies, private sector and community organisations.

Contact Officer: Derek Jory (02) 6207 0579
Selection documentation may be obtained from Simon Butt (02) 6207 0584

Apply: 28
CC: 148-9012-17170

**Policy and Regulatory Division
Justice Planning and Programs**

Senior Officer Grade C \$57,191 - \$61,666,
Canberra (PN. 42743)

Closing date: 27 December 2001

Duties: The occupant of this position will be required to perform more complex and important work arising in the Justice Planning and Programs Unit; prepare advice to the Government and the ACT Public Sector on crime prevention and other criminal justice matters; develop and manage crime prevention and justice programs; assist in the management of staff including supervision, training and development; and represent the Branch in its dealings with other agencies.

Contact Officer: Derek Jory (02) 6207 0579
Selection documentation may be obtained from Simon Butt (02) 6207 0584

Apply: 28
CC: 148-9012-17170

EMPLOYMENT (Continued)**Policy and Regulatory Division
Legislation and Policy Branch****Criminal Law and Justice Group**

Legal 2 \$77,214 - \$80,387, Canberra
(PN. 42758)

Closing date: 27 December 2001

Duties: The Director is required to control, direct and manage the work of the Criminal Law and Justice Group, including the development and achievement of program objectives; provide sound legal advice and develop complex and more significant legislative proposals having regard to policy and administrative considerations; formulate and implement more complex legal policy; supervise, train and develop staff; and represent the Branch in its dealing with other agencies.

Eligibility/other requirements: Legal qualifications

Note: The Department is seeking to fill the position on a temporary basis for 12 months commencing 11 February 2002

Contact Officer: Elizabeth Kelly (02) 6207 0520

Selection documentation may be obtained from Simon Butt (02) 6207 0584

Apply: 28

CC: 148-9012-17170

Policy and Regulatory Division**Public Law Group**

Legal 2 \$77,214 - \$80,387, Canberra
(PN. 42723)

Closing date: 27 December 2001

Duties: The Director is required to manage the work of the Public Law Group, including the supervision, training and development of staff; provide high level advice to government and the ACT Public Sector on questions of law, practice and policy; develop legislation on matters relevant to the Group; personally handle the more important and more complex aspects of matters arising in the Group; manage, coordinate and develop a comprehensive range of ministerial and cabinet support services; and coordinate the provision of advice to cabinet in relation to submissions prepared by other agencies.

Eligibility/other requirements: Tertiary

Qualifications in law.

Contact Officer: Elizabeth Kelly (02) 6207 0520

Selection documentation may be obtained from Simon Butt (02) 6207 0584

Apply: 28

CC: 148-9012-17170

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

**Senior Officer Grade C \$57,756 - \$62,275,
Canberra (PN. 44067)**

Closing date: 27 December 2001

Environment ACT is looking for a dynamic individual to manage their public relations both internally and externally.

Duties will include writing media releases and speeches, as well as managing and coordinating events. The occupant will be required to liaise with all levels of government and the community.

Eligibility/other requirements: Communications, public relations or media qualifications or experience desirable.

Note: This position is available for a period of 3 years.

Contact Officer: Lorraine Cox (02) 6207 2228 or lorraine.cox@act.gov.au

Selection documentation may be obtained from Glenda Darling (02) 6205 0385 or glenda.darling@act.gov.au

Or from the recruitment home page:

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

Apply: 34

CC: 148-9028 17030

Environment ACT**Business Development and Marketing Section****Administrative Service Officer Class 6**

\$45,617 - \$52,401, CANBERRA (PN. 15322)

Closing date: 27 December 2001

Duties: The occupant in managing the Environment ACT Website, will provide technical and operational advice on electronic service delivery and the Internet whilst ensuring quality assurance of content and site design consistency.

Eligibility/other requirements: Demonstrated expertise in the use of software for the delivery of online services together with demonstrated knowledge of online service delivery.

Contact Officer: Brian Weir (02) 6207 6090 or brian.weir@act.gov.au

Selection documentation may be obtained from Helen Dockett (02) 6207 7140

Or from the recruitment home page:

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

Apply: 34

CC: 148-9028 17768

Administrative Service Officer Class 6

\$45,617 - \$52,401, Canberra (PN. 15217)

Closing date: 27 December 2001

Duties: The successful applicant will join the dynamic Business Development and Marketing team. The team is looking for someone with creative flair to develop and implement strategic marketing, communications and promotion campaigns for Environment ACT, coordinate the production of promotional materials, coordinate and liaise with external cooperative marketing partners, undertake market research activities and provide marketing and communications expertise and advice to Environment ACT business units.

Contact Officer: Brian Weir (02) 6207 6090 or brian.weir @act.gov.au

Selection documentation may be obtained from Helen Dockett (02) 6207 7140

Or from the recruitment home page:

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

Apply: 34

CC: 148-9028 17768

Administrative Service Officer Class 5

\$42,238 - \$44,787, Canberra (PN. 13279)

Closing date: 20 December 2001

Duties: The successful applicant will assist with the development of Environment ACT's annual events program, planning and management of key Environment ACT events, marketing and promotion campaigns and provide advice to Environment ACT business

EMPLOYMENT (Continued)

units on all facets of event management.
Note: Selection will be based on application and referee reports. Please submit two referee reports addressing the selection criteria with your application.

Contact Officer: Brian Weir (02) 6207 6090 or brian.weir@act.gov.au
Selection documentation may be obtained from Helen Dockett (02) 6207 7140
Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34
CC: 148-9028 17768

Administrative Service Officer Class 4
\$37,870 - \$41,117, Canberra (PN. 15211
Expected Vacancy)

Closing date: 27 December 2001
Duties: Oversee and perform the day to day administrative and financial management for the Unit.

Contact Officer and Selection documentation:
Karen Civil (02) 6207 2170 or karen.civil@act.gov.au
Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34
CC: 148-9028 17768

DEPARTMENT OF TREASURY

Revenue Management Branch
Policy, Legislation and Projects
Senior Officer Grade B (PN: 2830)
Salary Range: \$65,576 - \$76,073p.a
Applications close 27 December 2001

Duties: Prepare and monitor revenue forecasts and estimates of Territory taxation items. Prepare monthly financial reports on taxation performance budget documentation, and provide input into the ACT budget process. Analyse and explain various in reports.
Qualifications: Membership of professional accounting body highly desirable.

Contact Officer: Mark Mullins on (02) 6207 0008
Selection Documentation Vone Manthongsoy on (02) 6207 0009 and is also available from <http://www.act.gov.au/recruitment/dt.htm>

Please note that applications will not be acknowledged.

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

Senior Officer Grade B (PN: 55538)
Salary Range: \$65,576 - \$76,073p.a
Applications close 27 December 2001

Duties: Under broad direction and with a high degree of independence, Supervise the operations of the revenue forecasting group with the Policy, Legislation and Projects section with responsibility for the provision of revenue estimates and administration of Branch. Provide high level advice to the Treasurer, senior officers and other customers on revenue forecasting and inter-jurisdictional tax issues.

Qualifications: Tertiary qualifications in economics or accounting are highly desirable.
Contact Officer: Mark Mullins on (02) 6207 0008
Selection Documentation Vone Manthongsoy on (02) 6207 0009 and is also available from <http://www.act.gov.au/recruitment/dt.htm>

Please note that applications will not be acknowledged.

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

Finance and Investment Group
Investment and Borrowing
Administrative Service Officer Class 6,
(PN: 55402)

Salary Range: \$45,171 - \$51,888p.a
Applications close on 10 January 2002

Duties: Assist in the management of borrowing, investment and financial management activities conducted on behalf of the ACT. Establish and maintain accounting records, including the preparation of financial statements and managements accounting reports.

Qualifications: Relevant accounting qualifications and/or experience.

Contact Office/Selection Documentation: Patrick McAuliffe on (02) 6207 0187 and is also available from

<http://www.act.gov.au/recruitment/dt.htm>

Note: Selection process may be based on application and references only.

Please note that applications will not be acknowledged.

Apply: 35 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-17630

INDEPENDENT COMPETITION AND REGULATORY COMMISSION

Administrative Service Officer Class 5,
(PN: 55545)

Salary Range: \$41,825 - \$44,349p.a
Applications close 27 December 2001

Duties: undertake a range of administrative support tasks and provide executive support to the Chief Executive Officer. Liaise with a range of clients including Ministerial Offices, MLA's, Senior Government Officers and other senior officials on other administrative/corporate support issues.

Contact Officer: Ian Primrose (02) 6205 0779
Selection Documentation Amy Illyes (02) 6205 0158

Please note that applications will not be acknowledged.

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-18555

Administrative Service Officer Class 3,
(PN: 55798)

Salary Range: \$33,644 - \$36,310p.a
Applications close 27 December 2001

Duties: Undertake a range of routine administrative and tasks as directed including, ordering of stationery, travel arrangements, answering telephone calls and other inquiries received in the office. Provide administrative assistance to the Chief Executive Officer, managers and staff.

EMPLOYMENT (Continued)

Contact Officer/Selection Documentation Katie Tsiagalidis (02) 6205 0799

Please note that applications will not be acknowledged.

Apply: 06 or via email:

recruitment.officer@act.gov.au

CC: 148-9031-18555

Appointments**DEPARTMENT OF HEALTH AND COMMUNITY CARE****Senior Officer Grade B, \$67,576 - \$76,073**

Adrian Thomas Scott, 741-18714, Section 68, 8/10/01
CC: 16882

ACT COMMUNITY CARE**Disability Support Officer Level 3**

\$43,656 - \$46,355

Pamela Emery: 741-06035, Section 68(1), 3 December 2001
CC: 148-9009-16861

Disability Support Officer Level 1

\$27,794 - \$28,907

Jimmy Fromhold: 741-05534, Section 68(1), 3 December 2001
CC: 148-9009-16861

CHIEF MINISTER'S DEPARTMENT

Information Technology Officer Grade 1

\$36,310 - \$41,517p.a

Tee Carter, AGS No: 760-75383

Section 68

29 November 2001

The InTACT Group, Chief Minister's Department

CC: 148-9043-17177

Administrative Service Officer Class 3, \$33,644-

\$36,310p.a

Ha Ngan Platt AGS No: 773-03245

Section 68

10 December 2001

Arts and Festivals, Chief Minister's Department

CC: 148-9031-17204

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**Senior Professional Officer Grade C**

\$57,192 - \$61,666

Audrey Ngingali Kinnear: 765-87311, Section

68(1), 27 November 2001

CC: 148-9013-16917

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

Vijay Krishna: 772-17371, Section 68(1), 3

December 2001

CC: 148-9013-16917

Building Services Officer Class 1

\$26,708 - \$27,754

Robert John Dunkeld: 761-23621, Section 68(1),

3 December 2001

CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY**Public Affairs Officer Class 2, \$47,283 - \$53,731**

Cecilia Mary Burke: AGS No. 771-73436,

Section 68(1), 06 December 2001

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**Administrative Service Officer Class 2**

\$29,539 - \$32,755

Kym Strudwick: 771-08925, Section 68/70, 14

December 2001

CC: 148-9012-17189

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

Leanne Troth: 747-84565, Section 68/70, 7

November 2001

CC: 148-9012-16898

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

Ann Moxon: 771-10021, Section 68/70, 6

December 2001

CC: 148-9012-17345

DEPARTMENT OF URBAN SERVICES**Administrative Service Officer Class 5**

\$42,238 - \$44,787

Lynette Louise Clarke: AGS No 772-38658,

Section 68(1), 26/11/01

CC: 148-9028 16937

Administrative Service Officer Class 2

\$29,539 - \$32,755

Kim Gannis: AGS No 772-38914, Section 68(1),

29/11/01

CC: 148-9019 17040

Administrative Service Officer Class 4

\$37,499 - \$40,715

Rebecca Louise Durdev: AGS No 757-53859,

Section 68(1), 29/11/01

CC: 148-9030 16941

Administrative Service Officer Class 6

\$45,172 - \$51,888

Lay Siong Tan: AGS No 772-38922, Section

68(1), 3/12/01

CC: 148-9017 16954

DEPARTMENT OF TREASURY

Senior Professional Officer Grade A, \$78,481p.a

John Patrick Noone, AGS No: 769-10342

Section 68

5 December 2001

Financial and Budgetary Management Branch

CC: 148-9042-17765

Senior Officer Grade C, \$57,191 - \$61,666p.a

Stephanie Tsing Syn Chiam,

AGS No: 773-03149

Section 68

3 December 2001

Financial and Budgetary Management Branch

CC: 148-9042-17765

EMPLOYMENT (Continued)

Transfer

THE CANBERRA HOSPITAL

Dawn Heather Nusa: 735-37538
 From: Registered Nurse Level 2
 \$43,711 - \$46,474
 The Canberra Hospital, Neurosciences
 (Ward 9B)
 To: Registered Nurse Level 2 \$43,711 - \$46,474
 Neurosciences (Ward 9B) The Canberra
 Hospital, Canberra (PN.22327) (1/11/01)
 CC: 1947

EMERGENCY SERVICES BUREAU

Stephanie Wannell: 761-25491
 From: Administrative Service Officer Class 6
 \$51,888
 Finance, Dept of Justice and Community Safety
 To: Administrative Services Officer Class 6
 \$51,888
 Human Resources, Dept of Justice and
 Community Safety, Canberra (PN. 12948)
 (Section 83)
 CC: 148-9007-16846

DEPARTMENT OF URBAN SERVICES

F. McEachan: AGS No 769-64615
 From: Technical Officer Level 3
 \$39,335 - \$44,628
 Urban Services
 To: †Technical Officer Level 3
 \$39,335 - \$44,628
 Environment Protection Unit Urban Services,
 Canberra (PN. 15666) (Gazette No 37, 13/09/01)
 CC: 148-9028 16937

Promotions

Promotions under the *Public Sector Management Act 1994*

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

A. APPEALS

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

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

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

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

YOU MAY ALSO APPEAL IF:

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

YOU CAN NOT APPEAL WHEN:

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

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

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

ADVICE TO POTENTIAL APPELLANTS

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

EMPLOYMENT (Continued)

GROUND OF APPEAL

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

EFFICIENCY

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

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

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

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

- * available written reports and oral feedback explaining the selection, especially the comparison between you and the promotee.
- The PAC will consider the appeal only on the basis of who is the **more efficient**. PACs should not be used as a forum to air grievances about how a selection was conducted. If you decide

to appeal, you must comply with the following instructions.

FORM OF APPEAL

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

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

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

WHEN TO LODGE APPEALS

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

Appeals not lodged by the prescribed time **cannot be accepted**. Delays can occur in departmental mail systems, and you are advised to use Australia Post, facsimile, or better still, hand delivery if possible, to be sure of meeting the deadline. Hearing or speech impaired staff can make inquiries via the TTY telephone located in MPC's Melbourne office, on 1800 812 578 (free call) from anywhere in Australia, but only from another TTY phone. These **must** be clearly marked as "ACTPS appeal – for transfer to the MPC Office in Canberra".

WHERE TO LODGE APPEALS

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

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

EMPLOYMENT (Continued)

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
- (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.

EMPLOYMENT (Continued)

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

THE CANBERRA HOSPITAL

Medical SMT - Nursing Palliative Care Services

Susanne Middlewood: 608-12545

From: Registered Nurse Level 2

\$43,711 - \$46,474

Oncology Department

To: Registered Nurse Level 3 \$48,200 - \$51,307

Oncology Department, Palliative Care Services, Canberra (PN. 24013)

CC: 1798

Surgical SMT - Nursing

Operating Rooms/Day Surgery

Barbara Townsend: 260-68185

From: Registered Nurse Level 1

\$32,664 - \$42,332

Operating Rooms

To: Registered Nurse Level 2 \$43,711 - \$46,474

Operating Rooms, Day Surgery, Canberra

(PN. 22232)

CC: 1956

Surgical SMT - Nursing

Cardiothoracic

Lorraine Gatt: 261-26656

From: Registered Nurse Level 1

\$32,664 - \$42,332

Cardiothoracic

EMPLOYMENT (Continued)

To: Registered Nurse Level 2 \$43,711 - \$46,474
Cardiothoracic, Canberra (PN. 22523)
CC: 1943

ACT COMMUNITY CARE**Integrated Health Care Program****Nicole Coates: 740-99779**

From: Professional Officer Class 1
\$30,761 - \$43,155
ACT Community Care
Professional Officer Class 2 \$44,111 - \$49,298
Integrated Health Care Program ACT Community
Care, Canberra (PN. 25521) (13 September
2001)
CC: 148-9009-17798

Integrated Health Care Program**Mari Eronen: 609-26649**

From: Professional Officer Class 1
\$30,761 - \$43,154
Calvary Healthcare ACT
Professional Officer Class 2 \$44,111 - \$49,298
Integrated Health Care Program ACT Community
Care, Canberra (PN.28117) (13 September 2001)
CC: 148-9009-17798

Disability Program**Jennifer Read-Bloomfield: 729-15867**

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. 27414) (6 September 2001)
CC: 148-9009-16861

Integrated Health Care Program**Julie Nikolaidis: 747-02785**

From: Professional Officer Class 1
\$30,761 - \$43,155
ACT Community Care
Professional Officer Class 2 \$44,111 - \$49,298
Integrated Health Care Program ACT Community
Care, Canberra (PN. 26449)
(13 September 2001)
CC: 148-9009-17798

CHIEF MINISTER'S DEPARTMENT**Corporate Finance**

E. K. H. Wong AGS: No: 738-47835 Graduate
Administrative Assistant \$25,492 - \$32,755p.a
From: Health and Community Care Services
Administrative Service Officer Class 5, (PN:
42089), \$41,825 - \$44,349p.a
To: Corporate Finance, Chief Minister's
Department

Duties: Prepare monthly financial statements
and assist with the preparation of annual
financial statements. Assist with completion of
monthly internal management reports. Assist
with preparation of 5 yearly and monthly
budgets. Enter and approve accounts payable,
accounts receivable and undertake payment
runs as required.

Note: This promotion is made under section 83
of the Public Sector Management Act 1994 and
is to a non-advertised vacancy. Any suitable
qualified officers may appeal.

All appeal applications should be addressed to:
Convenor of the Appeal Panel
PO Box 749
Civic Square ACT 2608
CC 148-9031-17429

K. L. Hodgkins AGS: No: 757-48494 Graduate
Administrative Assistant \$25,492-\$32,755p.a
From: Chief Minister's Department
Administrative Service Officer Class 5, (PN:
43446), \$41,825-\$44,349p.a

To: Corporate Finance, Chief Minister's
Department

Duties: Prepare monthly financial statements
and assist with the preparation of annual
financial statements. Assist with completion of
monthly internal management reports. Assist
with preparation of 5 yearly and monthly
budgets. Enter and approve accounts payable,
accounts receivable and undertake payment
runs as required.

Note: This promotion is made under section 83
of the Public Sector Management Act 1994 and
is to a non-advertised vacancy. Any suitable
qualified officers may appeal.
All appeal applications should be addressed to:
Convenor of the Appeal Panel

PO Box 749
Civic Square ACT 2608
CC 148-9031-17429

R. Hardy AGS: No: 767-82483 Graduate
Administrative Assistant \$25,492 - \$32,755p.a
From: Chief Minister's Department
Administrative Service Officer Class 5, (PN:
55167), \$41,825 - \$44,349p.a

To: Office of Multicultural and Community
Affairs, Chief Minister's Department

Duties: Contribute to policy development and
the management of programs administered by
the Section. Provide secretariat support for
Councils and forums related to the work of the
Section. Prepare briefs, cabinet submissions,
speeches and other vehicles of policy advice.
Liaise with various community groups and
Government agencies.

Note: This promotion is made under section 83
of the Public Sector Management Act 1994 and
is to a non-advertised vacancy. Any suitable
qualified officers may appeal.

All appeal applications should be addressed to:
Convenor of the Appeal Panel
PO Box 749
Civic Square ACT 2608
CC 148-9031-17025

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES****Children's, Youth and Family Services Division
Youth and Community Services****Tony Carmichael: 713-12634**

From: Senior Officer Grade B \$67,576 - \$76,073
Department of Education and Community
Services

To: † Senior Officer Grade A \$78,481
Youth and Community Services, Department of
Education and Community Services, Canberra
(PN. 32288) (No 39, 27/09/2001)

EMPLOYMENT (Continued)**Wanniassa School****Christopher Stuart Jones: 755-78296**

From: Teacher Level 1 \$37,500 - \$52,000

Department of Education and Community Services

To: † Teacher Level 2 \$58,500

Wanniassa School, Department of Education

and Community Services, Canberra (PN. 2241)

No. 33, 16 August 2001)

CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

In accordance with the Department of Justice and Community Safety Certified Agreement 2000-2002, appeals against the Departments promotions must be lodged within 7 days of Gazette, to the Appeals Officer, Human Services Unit, PO Box 921 Civic Square ACT 2608 or to Level 3 GIO House City Walk.

ACT Magistrates Court**Annette Wright: 735-13448**

From: Administrative Service Officer Class 5

\$41,825 - \$44,349

Chief Ministers Department

To: Senior Officer Grade B \$67,576 - \$76,073

ACT Magistrates Court Department of Justice

and Community Safety, Canberra (PN. 43696)

(No. 25 - 21 June 2001)

CC: 148-9012-16939

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.

Operations Group**City Operations Branch****Road User Services Section****Review Office Subsection****B. Briggs: AGS No 543-34380**

From: Administrative Service Officer Class 3

\$33,644 - \$36,311

Urban Services

To: Administrative Service Officer Class 4

\$37,499 - \$40,715

Road User Services Section Urban Services,

Canberra (PN. 10885) (Gazette No 45, 8/11/01)

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 7th day after

notification in the Gazette.

CC: 148-9015 17013

Operations Group**City Operations Branch****Urban Ranger and Approval Services Section****Domestic Animal Services Subsection****M. R. Barham: AGS No 757-51861**

From: General Service Officer Level 6

\$30,846 - \$32,405

Urban Services

To: Administrative Service Officer Class 3

\$33,976 - \$36,669

Urban Ranger and Approval Services Section
Urban Services, Canberra (PN. 17767) (Gazette
No 43, 25/10/01)

Note: This position was advertised as several.

This promotion was made by a unanimous

decision of an internal Joint Selection

Committee in accordance with current EBA

provisions and is not appellable.

CC: 148-9015 17028

J. R. Taber: AGS No 757-51853

From: General Service Officer Level 6

\$30,846 - \$32,405

Urban Services

To: Administrative Service Officer Class 3

\$33,976 - \$36,669

Urban Ranger and Approval Services Section

Urban Services, Canberra (PN. 17772) (Gazette

No 43, 25/10/01)

Note: This position was advertised as several.

This promotion was made by a unanimous

decision of an internal Joint Selection

Committee in accordance with current EBA

provisions and is not appellable.

CC: 148-9015 17028

C. B. Smith: AGS No 757-52223

From: General Service Officer Level 6

\$30,846 - \$32,405

Urban Services

To: Administrative Service Officer Class 3

\$33,976 - \$36,669

Urban Ranger and Approval Services Section

Urban Services, Canberra (PN. 17768)

(Gazette No 43, 25/10/01)

Note: This position was advertised as several.

This promotion was made by a unanimous

decision of an internal Joint Selection

Committee in accordance with current EBA

provisions and is not appellable.

CC: 148-9015 17028

R. A. Kustic: AGS No 704-30364

From: General Service Officer Level 6

\$30,846 - \$32,405

Urban Services

To: Administrative Service Officer Class 3

\$33,976 - \$36,669

Urban Ranger and Approval Services Section

Urban Services, Canberra (PN. 17770) (Gazette

No 43, 25/10/01)

Note: This position was advertised as several.

This promotion was made by a unanimous

decision of an internal Joint Selection

Committee in accordance with current EBA

provisions and is not appellable.

CC: 148-9015 17028

B. H. Sare: AGS No 757-50869

From: General Service Officer Level 6

\$30,846 - \$32,405

Urban Services

To: Administrative Service Officer Class 3

\$33,976 - \$36,669

Urban Ranger and Approval Services Section

Urban Services, Canberra (PN. 17771) (Gazette

No 43, 25/10/01)

Note: This position was advertised as several.

This promotion was made by a unanimous

decision of an internal Joint Selection

Committee in accordance with current EBA

provisions and is not appellable.

CC: 148-9015 17028

EMPLOYMENT (Continued)

**City Management Group
ACT No Waste Branch**

Policy and Planning Section

J. C. Haiblen: AGS No 256-54086

From: Ranger 2 \$33,976 - \$36,668

Urban Services

To: Administrative Service Officer Class 6

\$45,172 - \$51,888

Policy and Planning Section Urban Services,
Canberra (PN. 46126) (Gazette No 41, 11/10/01)

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 7th day after notification in the Gazette.

CC: 148-9019 17026

DEPARTMENT OF TREASURY

E. T. Senti AGS No 760-74102

From: Administrative Service Officer Class 4,
\$37,499 - \$40,714p.a

From: ACT Department of Treasury

To: Administrative Service Officer 5,

\$41,825 - \$44,349p.a

(PN: 42867), Financial Budgetary Management,
ACT Department of Treasury

18 October 2001

All appeal applications should be addressed to:
Convener of the Appeal Panel
PO Box 749
Civic Square ACT 2608

CC 148-9042-17765

N. A. Weerasinghe AGS No 760-74049

From: Administrative Service Officer Class 4,
\$37,499 - \$40,714p.a

From: ACT Department of Treasury

To: Administrative Service Officer 5,

\$41,825 - \$44,349p.a

(PN: 55720), Financial Budgetary Management,
ACT Department of Treasury

18 October 2001

All appeal applications should be addressed to:
Convener of the Appeal Panel
PO Box 749
Civic Square ACT 2608

CC 148-9042-17765

A. Inoue AGS No 749-52346

From: Graduate Administrative Assistant,
\$25,492 - \$32,755

From: ACT Department of Treasury

To: Administrative Service Officer 6,

\$45,171 - \$51,888p.a

(PN: 1863), Financial Budgetary Management,
ACT Department of Treasury

18 October 2001

All appeal applications should be addressed to:
Convener of the Appeal Panel
PO Box 749
Civic Square ACT 2608

CC 148-9042-17765

N. Thongsrinon AGS No 757-48427

From: Administrative Service Officer Class 4,
\$37,499 - \$40,714p.a

From: ACT Department of Treasury

To: Administrative Service Officer 6, \$45,171-
\$51,888p.a

(PN: 43106), Financial Budgetary Management,
ACT Department of Treasury

18 October 2001

All appeal applications should be addressed to:

Convener of the Appeal Panel

PO Box 749

Civic Square ACT 2608

CC 148-9042-17765

Retirements and dismissals

CHIEF MINISTER'S DEPARTMENT

Section 143 Lambertus Hesterman, Information
Technology Officer Grade C

The InTACT Group, Chief Minister's Department

4 October 2001

CC: 148-9043-17177

DEPARTMENT OF URBAN SERVICES

Section 143 Public Sector Management Act:
Khamsay Chaleune, General Service Officer

Level 3, 30/11/01

CC: 148-9019 17278

DEPARTMENT OF TREASURY

Section 143 Leanne Hunt, Administrative
Service Officer Class 2

Revenue Management, ACT Department of
Treasury

21 November 2001

CC: 148-9042-17176

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 and
Community Care,
PO Box 11, Woden ACT 2606
- 18 The Personnel/ HR Officer,

EMPLOYMENT (Continued)

- 20 ACT Legislative Assembly Secretariat,
GPO Box 1020, Canberra ACT 2601
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 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

ACT FIRE BRIGADE PROMOTIONS

Members of the ACT Fire Brigade who are eligible, or expect to become eligible, for promotion between 6 December 2001 to 5 June 2002, may apply for promotion to the following ranks:

- Third Class Firefighter
- Second Class Firefighter
- First Class Firefighter, Grade B
- First Class Firefighter, Grade A
- Senior Fighter

The academic and other qualifications for promotion within the Fire Brigade were notified in a special Gazette dated 6 January 1998. A copy of that notification may be obtained by telephoning (02) 6207 5906 during business hours or in person from:

The Recruitment officer
ACT Emergency Services Bureau
123 Carruthers St
Curtin ACT 2605

Applications must be in writing addressed to;

The Fire Commissioner
ACT Fire Brigade
PO Box 104
Curtin ACT 2605

I M BENNETT
Fire Commissioner
19 December 2001

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

OCCUPATIONAL HEALTH AND SAFETY ACT 1989

ACTING APPOINTMENT

Under s.25H of the *Occupational Health and Safety Act 1989* I appoint

WAYNE CREASER

as Acting Occupational Health and Safety Commissioner:

- (a) during a vacancy in the office of Commissioner; or
- (b) during any period, or during all periods, when the Commissioner is or is expected to be absent from duty or from the Territory or is, for any reason, unable to perform the duties of office;

but his appointment to act during a vacancy shall not to continue to act for more than twelve months.

Date: 15 November 2001

Simon Corbell
Minister for Industrial Relations

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

REMAND CENTRES ACT 1976

DECLARATION OF TEMPORARY REMAND CENTRE

Under section 5(1) of the *Remand Centres Act 1976 (ACT)* (the Act), the Administrator has informed me:

- a) that the number of detainees in the Belconnen Remand Centre declared by instrument, published pursuant to section 4 of the Act, in the Gazette No. S169 of 27 September 1976 is likely to be greater than the number that can be held conveniently in the Centre; and
- b) that it is not appropriate to transfer some detainees to another institution within or outside the Territory.

Therefore, under section 5(3) of the Act, I DECLARE the area of land on which the detention cells of the Magistrates Court of the Australian Capital Territory are located, to be a temporary remand centre for the period of 12 months commencing on 7 January 2002.

Date this 29th day of November 2001.

Ted Quinlan

Minister for Police, Emergency Services and Corrections

