



Australian Capital Territory

Gazette

No. 8, Thursday 22 February, 2001

Contents

General Information	ii
Employment	199
Gazette Information	216
Government Notices	217
Private Notices	220

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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Notices for Publications

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

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

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

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

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The fee for a private notice is as follows:

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

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

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EMPLOYMENT

ACT Public Service

General Information

Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

Excess Officers – ACTPS Officers who have been formally declared excess and who apply for transfer to any advertised permanent vacancy must be considered for in isolation from, and not in competition with, other applicants. Where more than one excess officer applies, a merit selection process should first be conducted between the excess officers.

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

The consideration of the excess officer(s) should be a genuine assessment of whether the officer is suitable for the vacancy, including

with reasonable training, and should be conducted in a manner demonstrably similar to that which would apply to other officers if no excess officer had applied.

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

Vacancies

ACT AUDITOR-GENERAL'S OFFICE

Work Level Zone 1.1, Director, Financial Audits \$119,583 pa total remuneration package, Canberra (PN. E212)

Closing date: 7 March 2001

Duties: Director, Financial Audits main duties are to provide advice to the Auditor-General on all issues relating to the Office's financial audits, provide overall direction for the conduct of the Office's full range of financial audits and assist in the management of the Office. Eligibility/other requirements: Membership of CPA Australia or the Institute of Chartered Accountants in Australia is essential. Note: Applicants should note that set selection criteria exist for this position.

Contact Officer: ACT Auditor-General
John Parkinson, (02) 6207-0833
Selection-documentation may be obtained from (02) 6207-0833
Apply: 31
CC: 148-9000-16831

ACT Auditor-General's Office

Work Level Zone 1.1, Director, Performance Audits and Administration \$119,583 pa total remuneration package Canberra (PN. E213)

Closing date: 7 March 2001

Duties: Director, Performance Audits and Administration main duties are to provide advice to the Auditor-General on all issues relating to the Office's performance audits and office administration, provide overall direction for the conduct of the Office's full range of performance audits. Eligibility/other requirements: Membership of at least one relevant professional body is essential. Note: Applicants should note that set selection criteria exist for this position.

Contact Officer: ACT Auditor-General,
John Parkinson, (02) 6207-0833
Selection documentation may be obtained from (02) 6207-0833
Apply: 31
CC: 148-9000-16831

EMPLOYMENT (Continued)**THE CANBERRA HOSPITAL****The Canberra Hospital
Mental Health Services****Senior Professional Officer Grade C,
Neuropsychologist, \$54,969 - \$59,270 Canberra
(PN. 25829)**

Closing date: 8 March 2001

Duties: ACT Mental Health Services is presently seeking to employ a qualified and experienced Clinical Neuropsychologist. The Position constitutes an important niche within a progressive service provision framework. The opportunity exists to function in both an educative and clinical role within a broad network of Psychologists and other clinical service providers. It is envisaged that the incumbent will have the additional opportunity of engaging in personal research, and providing advice to this Service's research unit.

Eligibility/other requirements: Masters Degree in Clinical Neuropsychology, Clinical Psychology or Neuropsychology. Full registration or eligibility for full registration with the ACT Psychologists Registration Board.

Contact Officer: David Dennis (02) 6205 1551
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139

Apply: 16

CC: 148-9010-16875 (2267)

**The Canberra Hospital
Mental Health Services****Child and Adolescent Mental Health Services****Senior Professional Officer Grade C (Senior
Social Worker) \$54,969 - \$59,270, Canberra
(PN. 25988)**

Closing date: 8/3/01

Duties: We are seeking an experienced Social Worker with a background in Child and Adolescent Mental Health. A key role will be to assist in the development and implementation of a trainee and staff development program within CAMHS. The person will be expected to participate in management initiatives, and work towards developing CAMHS in accordance with the National Mental Health Standards and the Second National Mental Health Plan. The person will be responsible for the day to day line management of a small group of CAMHS clinicians, and in addition will provide consultation and liaison on child and adolescent mental health issues to other agencies. This clinician will undertake complex child and adolescent mental health casework and provide regular supervision to more junior nurses.

Eligibility/other requirements: Mandatory professional qualifications as a social worker including eligibility for registration/membership with the appropriate professional association/board. Honours degree and post graduate qualifications preferred.

Contact Officer: Merrie Carling (02) 6205 1469
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139

Apply: 16

CC: 148-9010-16875 (2231)

**The Canberra Hospital
Mental Health Services****Child and Adolescent Mental Health Services****Professional Officer Class 2 (Psychologist)
\$43,416 - \$48,520, Canberra (PN.23845)**

Closing date: 8/3/01

Duties: We are seeking an experienced clinician with a background in child and adolescent mental health to assess and clinically manage young people detained at Quamby Juvenile Detention Centre in the ACT. These young people would be presenting with severe mental health problems or mental illnesses. The successful applicant would be attached to, and be supervised by the ACT CAMHS team, but would be based at Quamby. The position would involve an extensive liaison and consultation role in regard to Quamby staff. Applicants should be familiar with current mental health practice in regard to treating children and adolescents with moderate to severe mental illnesses.

Eligibility/other requirements: Tertiary qualifications or equivalent in Psychology, with current ACT registration where applicable. Eligibility for membership of the appropriate professional organisation.

Contact Officer: Merrie Carling (02) 6205 1469
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139

Apply: 16

CC: 148-9010-16875 (2231)

**The Canberra Hospital
Medical and Surgical Nursing****Registered Nurses Level 1 \$33608-41789,
Canberra (PN. Several)**

Closing date: 8/3/01

Duties: We are seeking enthusiastic and motivated nurses with relevant skills to work in the following medical, surgical and acute care areas of The Canberra Hospital. Emergency Department, Coronary Care Unit, Oncology, Aged Care, Rehabilitation, Renal, Gastroenterology. Operating Theatres, Recovery, General Surgery, Plastics, Urology, Vascular, Orthopaedics, Neurosciences, Intensive Care Unit.

Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses' Registration Board.

Note: Permanent full-time and part-time vacancies are available in all of the aforementioned areas. A Casual-on-call Pool in in Medical, Surgical and Acute Care is currently being recruited to.

EMPLOYMENT (Continued)

Contact Officers:

Medical - Helen Debritt
(02) 6244 2647

Operating Theatres and Recovery:
Gail Bennett (02) 62442765

Intensive Care: Leena Ward (02) 6244 2222
(page via switch)

Orthopaedics, Neurosciences: Jenny Riches
(02) 6244 2222 (page via switch)

General Surgery, Plastics, Vascular, Urology:
Cheryl Ross (02) 6244 2222 (page via switch)

Selection documentation may be obtained from
Human Resource Management Group
(02) 6244 2257
Apply: 16
CC: 148-9010-16875 (1711,1911)

**The Canberra Hospital
Medical Imaging
Nuclear Medicine**

**Professional Officer Class 1 (Nuclear Medicine
Technologist) \$30,276 - \$42,475, Canberra
(PN.28990)**

Closing date: 8/3/01
Duties: Nuclear Medicine is a part of an integrated Medical Imaging Department which is located in a modern, accredited teaching hospital. The Canberra Hospital provides services for the medical and surgical needs of around 5000,000 people. Nuclear Medicine has four gamma cameras (including a Co-PET) and offers a diverse range of diagnostic and therapeutic procedures. The work is rewarding and varied and would suit an enthusiastic team member. The Department also services the imaging requirements for the National Capital Private Hospital, located on site.
Eligibility/other requirements: Bachelor of Applied Science in Medical Radiation Science (Nuclear Medicine) The position is available for 12 months as a professional development year. Note: Applicants may be shortlisted on basis of written application and referee reports, which should address the selection criteria. Applicants are asked to supply a current curriculum vitae. Shortlisted applicants will be required to attend further assessment.

Contact Officer: Mr Chris McLaren (02) 6244 2439
Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168
Apply: 16
CC: 148-9010-16875 (2714)

**The Canberra Hospital
Corporate Services
Information Management Group**

**Information Technology Officer Class 2
\$43,416 – \$49,872, Canberra (PN.23675)**

Closing date: 8/3/01
Duties: Provide high quality customer service to the area and client service base. Provide technical support to users in maintaining/enhancing existing systems. Liaise with users and technical staff in relation to ongoing system management and advice on a range of information technology issues. Provide technical support for the transition of systems from the project stage to implementation.
Eligibility/other requirements: High level communication skills, in particular, ability to communicate technical matters clearly, both orally and in writing, to staff with differing levels of computer literacy.

Contact Officer: Ms Sue Chicchio (02) 6244 4132
Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168
Apply: 16
CC: 148-9010-16875 (1327)

**Clinical School
Library and Multimedia Services**

**Professional Officer Class 2 \$43,416-48,520,
Canberra (PN. 26259)**

Closing date: 8 March 2001
Duties: Library and Multimedia Services is a section of the Canberra Clinical School. The Unit's primary objective is to cater to the information needs of the staff and students of the ACT Health, Housing and Community Care Department. The Library is seeking a dynamic person to provide technical and reference services as a part of professional team. Proven knowledge and experience in a range of automated library systems is highly desirable.
Eligibility/other requirements: Professional qualifications and extensive experience in Librarianship recognised by the Australian Library and Information Association

Contact Officer: Saroj Bhatia (02) 6244 2588
Selection documentation may be obtained from Human Resources Management Group (02) 6244 4168
Apply: 16
CC: 148-9010-16875 (1512)

EMPLOYMENT (Continued)

ACT COMMUNITY CARE

**ACT Community Care
Integrated Health Care Program
Director and Support**

**Administrative Service Officer Class 3
\$32,433 - \$35,003, Canberra (PN.26590)
(Salary packaging with FBT exemption under
PBI conditions is available to permanent staff)**

Closing date: 8 March 2001
Duties: Undertake functions including Accounts Receivable, Accounts Payable Purchasing and Petty Cash in accordance with the New Tax System. Assist the Finance Officer with end of month obligations. Prepare routine reports and documents according to the Section's requirements. As a member of a team, undertake work appropriate to the section's operational objectives.

Contact Officer: Justine Spina (02) 6205 1190
Selection documentation may be obtained from Megan Payne (02) 6205 1357
Apply: 21
CC: 148-9009-17798

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

**Administrative Service Officer Class 3
\$32,433 - \$35,003, Canberra (PN. 29163)
(Salary packaging with FBT exemption under
PBI conditions is available to permanent staff)**

Closing date: 8 March 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: Lynne MacNamara (02) 6244 2855
Apply: 21
CC: 148-9009-18269

**ACTION
Information Technology
Business Systems Section**

**Senior Officer Grade C \$56,070-60,457,
Canberra (PN. A20183)**

Closing date: 2 March 2001
Duties: Manage and be accountable for ACTION's information technology services, including supporting key business systems and associated infrastructure. Ensure that services obtained from contract providers meet ACTION's business needs. Facilitate the development of new systems in accordance with ACTION's management strategy, and provide information and advice to senior management and other external agencies as required.

Contact Officer: Peter Wallace (02) 6207 8004
Selection documentation may be obtained from (24 hour answering machine) (02) 6207 8076
Apply: 08
CC: 148-9027-17791

CHIEF MINISTER'S DEPARTMENT

**Public Sector Management Group
Administrative Service Officer Class 6,
(PN: 42244), \$44,503-\$51,121p.a
Workplace Relations
Closing Date: 8 March 2001
Canberra**

Duties: Assist in the development of industrial relations policies and implementation of strategies to provide for a flexible and innovative workforce in the ACT Public Service. Provide information and advice to agencies where appropriate to assist them in process of implementing enterprise bargaining agreement.

EMPLOYMENT (Continued)

Contact Officer Warren Foster (02) 6207 6207
 Selection documentation: Denise Ernst
 (02) 6205 0308 and is also available from
[http://www.act.gov.au/recruitment/
 cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)

Note: Applications will not be acknowledged

Apply: 06 or via email:
 recruitment.officer@act.gov.au
 CC:148-9031-16949

**Office of Multicultural and Community Affairs
 Senior Officer Grade C, (PN: 55288),
 \$56,346-\$60,755p.a**

**Aboriginal and Torres Strait Island Affairs Unit
 Closing Date: 8 March 2001
 Canberra**

Duties: Under limited supervision, the successful applicant will prepare policy advice and analyse issues to Reconciliation matters including the coordination, preparation and implementation of across Government policy and responses, represent the Unit and the Department at community meetings and functions, meetings of government and non-government agencies and at Commonwealth and State/Territory forums.

Contact Officer Glenn Welby (02) 6207 8708
 Selection documentation: Christine Kajewski
 (02) 6207 1309 and is also available from
[http://www.act.gov.au/recruitment/
 cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)

Note: Applications will not be acknowledged

Apply: 06 or via email:
 recruitment.officer@act.gov.au
 CC:148-9031-17185

CANBERRA TOURISM AND EVENTS CORPORATION

As part of Canberra Tourism & Events Corporation's charter to market Canberra as a preferred tourism destination, the Canberra Visitors Centre on Northbourne Avenue is responsible for providing information to tourists and potential visitors to the city. The Centre also offers a booking and reservations service trading as 'Canberra Getaways'. The corporation is seeking a highly organised person to manage the day to day operations of the 'Canberra Getaways' reservation service and provide support to the Visitor Services Manager.

**Product Development Coordinator
 Tourism & Events Officer Class 6
 \$44,723-\$51,373 p.a
 PN: 01900**

Duties would include; liaison with wholesale service providers, management of the reservation system information, development of product and travel packages and coordination of reservation system training.

The successful applicant will have demonstrated experience in travel industry reservation systems as well as superior organisational skills. A comprehensive

knowledge of Canberra and region tourism product is also required.

The successful applicant will need to possess:

- Amadeus – Certificate of Achievement for ATLAS product loading.
- Drivers License

Desirable

- Travel Agency License
- Studies in communications public relations, marketing or tourism would be an advantage

Note: This is a temporary vacancy, with the possibility of permanent filling.

Selection documentation should be obtained from John Richards on
 (02) 6205 0700 and **once documentation has been obtained**, further information about the position is available from Sue Lipscombe
 (02) 6205 0785.

Applications must address the selection criteria and include one referee report, also addressing the criteria. If appropriate, the successful applicant may be selected from quality of the application, enclosures and referee support.

Applications should be forwarded to:
 The Recruitment Officer,
 Chief Minister's Department, GPO Box 158,
 CANBERRA ACT 2601 or via email.
 The email address is
 recruitment.officer@act.gov.au

APPLICATIONS CLOSE 5PM 1 March 2001. No late applications will be accepted.

CANBERRA INSTITUTE OF TECHNOLOGY

**Canberra Institute of Technology
 Education Delivery
 Faculty of Design**

**Teacher Band 1 \$35,425 to \$51432, Canberra
 (PN. 51147)**

Closing date: 07 March 2001
 Duties: Teach with an emphasis in digital technology associated with Printing, Publishing, Multimedia and Web, demonstrated professional knowledge and practical skills appropriate to the teaching of Electronic Visual Communications, counsel/advise students on programs of study and assist in promoting the Department.
 Eligibility/other requirements: A Degree or Diploma in Education. Three years experience in TAFE or similar environment.

Contact Officer/s: Dave Pritchard (02) 6207 3769
 Selection documentation may be obtained from Steve Greig (02) 6207 3701
 Apply: 11
 CC: 148-9024-18552

EMPLOYMENT (Continued)

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

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

ACT Electoral Commission

Senior Officer Grade B \$66,577 – 74,948, Canberra (PN. 1862)

Closing date: 8 March 2001
 Duties: Under broad direction, assist the Commissioner to perform statutory duties under the Electoral Act 1992 and other Acts. Undertake large projects related to the conduct of election and referendums for the Assembly including letting and management of contracts. Assist in the conduct of public information and education programs. Supervise and train staff of the Electoral Commission. Administer the party registration scheme as Registrar. Administer the funding and disclosure scheme.

Eligibility/other requirements: Comprehensive knowledge of or experience in electoral legislation and election administration. Tertiary qualifications in political science, public administration or law would be an advantage. Contract management qualifications an advantage.

Note: The person will be expected to act as the Commissioner as required. As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days.

Contact Officer: Mr Phillip Green (02) 6205 0236
 Selection documentation may be obtained from Ms Oanh Nguyen (02) 6205 0342
 Apply: 28
 CC: 148-9012-16899

ACT Corrective Services Belconnen Remand Centre Indigenous Liaison Officer

Administrative Service Officer Class 5 \$41,207 – 43,694, Canberra (PN. 43422)

Closing date: 8 March 2001
 Duties: Provide liaison services for Aboriginal and Torres Strait Islander detainees at the Belconnen Remand Centre. Liaise with government and non-government legal, health and welfare bodies providing services to Indigenous persons held in custody and assist Indigenous detainees to access these services. Eligibility/other requirements: Aboriginality is considered essential (Section 42 Discrimination

Act 1991). Current ACT/NSW drivers licence and tertiary qualifications in social/behavioural sciences or welfare considered highly desirable.

Note: Position is 15 hours per week. Salary range shown above is based on a full time position – salary paid is determined on actual hours worked. This is a temporary vacancy of 3 months.

Contact Officer: Ray Giucci (02) 62070797
 Selection documentation may be obtained from Jeanette Barnes (02) 62070853
 Apply: 28
 CC: 148-9012-16898

ACT Corrective Services Belconnen Remand Centre Case Officer

Administrative Service Officer Class 5 \$41,207 – 43,694, Canberra (PN. 43605)

Closing date: 8 March 2001
 Duties: Provide case management services to detainees at the Belconnen Remand Centre. Liaise with detainees, custodial officers, program staff and interstate correctional agencies to ensure case management objectives are met. Prepare reports or case management outcomes. Undertake administrative monitoring and follow-up action. Eligibility/other requirements: Relevant tertiary qualifications in Social/Behavioural Sciences or related disciplines are highly met
 Note: Position is 25 hours per week. Salary range shown above is based on a full time position – salary paid is determined on actual hours worked. This is a temporary vacancy of 3 months.

Contact Officer: Ray Giucci (02) 6207 0800
 Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853
 Apply: 28
 CC: 148-9012-16898

Supreme Court Registry

Administrative Service Officer Class 2 \$29,102 – 32,271, Canberra (PN. 42464)

Closing date: 8 March 2001
 Duties: Receive and examine documents and assess fees; receive Trust monies and issue receipts. Undertake as directed duties including maintaining all Registers held in the section and the checking of documents for compliance with the Supreme Court rules and taking any required follow up action.

Contact Officer: Katrina Butler (02) 62672707
 Selection documentation may be obtained from (02) 62672706
 Apply: 28
 CC: 148-9012-16915

EMPLOYMENT (Continued)

**ACT Corrective Services
ACT Youth Justice Services
Case Worker**

**Administrative Service Officer Class 5
\$41,207 – 43,694, Canberra (PN. 11595)**

Closing date: 8 March 2001
Duties: In accordance with legal requirements undertake assessments, and supervise a caseload of young offenders placed on community based orders by the courts, including; interview, investigate and evaluate the circumstances relating to juvenile offenders and their offending behaviour; liaise with relevant authorities and contacts to collect and verify information, counsel participants in relation to their offending behaviour and inform them of their right and obligations; design and implements appropriate case plans ; maintain accurate notes and associated records.
Eligibility/other requirements: Drivers licence. Qualifications or experience in welfare or related field would be an advantage.
Note: This is a temporary vacancy of up to 12 months
Contact Officer: Franc Woods (02) 6207 0649
Selection documentation may be obtained from Monique Mewburn (02) 6207 0987
Apply: 28
CC: 148-9012-19868

EMERGENCY SERVICES BUREAU

**Department of Justice and Community Safety
Emergency Service Bureau
Corporate Services, Finance Section**

**Administrative Service Officer Class 2
\$29,102- \$32,271, Canberra (PN. 3816)**

Closing date: 8th March 2001
Duties: Perform a range of financial and administrative activities including accounts Receivable and payable in one or more units within the Bureau. Maintain, update and Control various information systems. Prepare routine paperwork, transactions, and minor Correspondence, work in a team, and undertake work appropriate to the work units operational objectives.

Contact Officer: Debbie Percival (02) 62078413
Selection documentation may be obtained from P Evers (02) 62078412
Apply: 13
CC: 148-9007-16846

DEPARTMENT OF URBAN SERVICES

**Urban Services
Operations Division
City Operations Branch
Road User Services
Client Services Sub-Section
Administrative Service Officer Class 6
\$ 44,503-51,121 PN1864
Canberra**

Closing Date: 08-Mar-01
Duties:
Under limited direction, manage the activities and staff of the Road User Services counter, call centre and driving examination services, ensuring a high level of service is maintained.

Contact Officer: Brett Swale (02) 62077077
Email: brett.swale@act.gov.au
Selection Documentation: Cindy Johnston (02) 62077033 Email: cindy.johnston@act.gov.au
Or from the recruitment home page: (www.act.gov.au/urbanservices/recruit.html)
CC: 148-9015 17013

**Urban Services
Operations Division
City Operations Branch
Road User Services
Procedures and Training Sub-Section**

**Administrative Service Officer Class 5
\$ 41,207-43,694 PN 1870
Canberra**

Closing Date: 08-Mar-01
Duties:
Under general direction, lead a team in the documentation and testing of electronically stored operating procedures which are used by all levels of staff as a reference guide for applying Road User Services business rules and legislation.

Contact Officer: Rebecca Clark (02) 62079729
Email: rebecca.clark@act.gov.au
Selection Documentation: Cindy Johnston (02) 62077033 Email: cindy.johnston@act.gov.au
Or from the recruitment home page: (www.act.gov.au/urbanservices/recruit.html)
CC: 148-9015 17013

**Urban Services
Planning and Land Management
Development Management Branch
Customer Services**

**Senior Officer Grade B
\$ 66,577-74,948 PN 13737
Canberra**

Closing Date: 08-Mar-01
Duties:
The Planning and Land Management Group (PALM) is seeking an experienced customer services manager to head up the organisation's

EMPLOYMENT (Continued)

principal customer services centre and associated shopfront operations. Key responsibilities of the position are to ensure an integrated service approach to achieve excellent customer service. The successful applicant will need to provide leadership to ensure the customer service team is responsive and innovative and seeks to continually improve its customer service approach. This will include an enthusiasm to embrace and facilitate electronic service delivery and integrate other technologies as part of the customer service approach. The position includes supervising and training of staff and promoting high quality sustainable design to the development industry and the Canberra community. The position also provides advice and direction on business planning, budgetary and financial matters for the Development Management Branch of PALM.

Contact Officer: Linda Southwell (02) 62071744, or for selection documentation Email: linda.southwell@act.gov.au or from the recruitment home page: (www.act.gov.au/urbanservices/recruit.html)
CC: 148-9020 16951

**Urban Services
Environment ACT
Parks and Conservation Branch
Tidbinbilla Nature Reserve
Administrative Service Officer, Class 5
\$ 41,410-43,909 PN 15249
Canberra**

Closing Date: 08-Mar-01

Duties:

Under general direction as a Senior Ranger, contribute to the development and implementation of projects and programs relating to management of cultural, rural and natural resources and visitor services.

Contact Officer: Brett McNamara (02) 62072088
Selection Documentation: George Dumetz (02) 62072262 or from the recruitment home page: (www.act.gov.au/urbanservices/recruit.html)
Note: Applications for this position will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.
CC: 148-9028-17218

**Urban Services
Environment ACT
Parks and Conservation Branch
Western District
Administrative Service Officer, Class 5
\$ 41,410-43,909 PN 15247
Canberra**

Closing Date: 08-Mar-01

Duties:

Under general direction as a Senior Ranger, contribute to the development and implementation of projects and programs relating to management of cultural, rural and natural resources and visitor services.

Contact Officer: Brett McNamara (02) 62072088
Selection Documentation: George Dumetz (02) 62072262 or from the recruitment home page: (www.act.gov.au/urbanservices/recruit.html)
Note: Applications for this position will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.
CC: 148-9028-17218

**Urban Services
Environment ACT
Parks and Conservation Branch
Eastern District
Administrative Service Officer, Class 5
\$ 41,410-43,909 PN 15246
Canberra**

Closing Date: 08-Mar-01

Duties:

Under general direction as a Senior Ranger, contribute to the development and implementation of projects and programs relating to management of cultural, rural and natural resources and visitor services.

Contact Officer: Brett McNamara (02) 62072088
Selection Documentation: George Dumetz (02) 62072262 or from the recruitment home page: (www.act.gov.au/urbanservices/recruit.html)
Note: Applications for this position will be assessed by an internal Joint Selection Committee established in accordance with EBA provisions.
CC: 148-9028-17218

**Urban Services
Environment ACT
Parks and Conservation Branch
Western District
Ranger, Grade 3
\$ 37,127-40,310 PN 15253
Canberra**

Closing Date: 08-Mar-01

Duties:

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

Contact Officer: Daniel Iglesias (02) 62051228
Selection Documentation: George Dumetz (02) 62072262 or from the recruitment home page: (www.act.gov.au/urbanservices/recruit.html)
Note: Applications for this position will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.
CC: 148-9028-17218

EMPLOYMENT (Continued)

Urban Services
Environment ACT
Parks and Conservation Branch
Eastern District
Ranger, Grade 3
\$ 37,127-40,310 PN 15252
Canberra

Closing Date: 08-Mar-01

Duties:

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

Contact Officer: Daniel Iglesias (02) 62051228

Selection Documentation: George Dumetz (02) 62072262 or from the recruitment home page:

(www.act.gov.au/urbanservices/recruit.html)

Note: Applications for this position will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.

CC: 148-9028-17218

Urban Services
Environment ACT
Parks and Conservation Branch
Eastern District
General Service Officer, Level 10
\$ 44,723-49,981 PN 15686
Canberra

Closing Date: 08-Mar-01

Duties:

Supervise and direct the activities of staff engaged in natural, land and cultural resource management and assist with the development and implementation of the annual budget, management plans, business plans, marketing plans and visitor services' programs within the framework of the purchase agreement.

Contact Officer: Peter Galvin (02) 62072904

Selection Documentation: George Dumetz (02) 62072262 or from the recruitment home page:

(www.act.gov.au/urbanservices/recruit.html)

Note: Applications for this position will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.

CC: 148-9028-17218

Urban Services
Environment ACT
Parks and Conservation Branch
Western District
General Service Officer, Level 10
\$ 44,723-49,981 PN 15690
Canberra

Closing Date: 08-Mar-01

Duties:

Supervise and direct the activities of staff engaged in natural, land and cultural resource management and assist with the development

and implementation of the annual budget, management plans, business plans, marketing plans and visitor services' programs within the framework of the purchase agreement.

Contact Officer: Peter Galvin (02) 62072904

Selection Documentation: George Dumetz (02) 62072262 or from the recruitment home page:

(www.act.gov.au/urbanservices/recruit.html)

Note: Applications for this position will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.

CC: 148-9028-

Appointments

Professional Officer Class 1 \$30,276-42,475

Mark Koina: 735-28092, Section 68, 19/2/01

CC: 148-9010-16875 (3124)

Professional Officer Class 1 \$30,276 - \$42,475

Sally Hughson: 762-84249, Section 67, 12/2/01

CC: 148-9010-16875 (2231)

Professional Officer Class 2 \$43,416 - \$48,520

Vanessa Hamilton: 755-62008, Section 67, 12/2/01

CC: 148-9010-16875 (2231)

Registered Nurse Level 2 \$43,150 - \$45,877

Natalie Smith: 762-85380, Section 67, 19/2/01

CC: 148-16875 (1963)

ACT COMMUNITY CARE

Professional Officer Level 1 \$30,366 - \$42,601

Teena Bacon: 752-25060, Section 68(1) & 70(1), 8 February 2001

CC: 148-9009-18265

Senior Officer Grade B \$64,307 - \$72,393

Jason Hitchick: 721-02755, Section 68 (1) & 70 (1), 9 February 2001

CC: 148-9009-16861

Registered Nurse Level 2 \$43,278 - \$46,013

Beverley Luthje: 741-02501, Section 68 (1) & 70 (1), 9 February 2001

CC: 148-9009-16857

Professional Officer Class 2 \$43,545 - \$48,665

Kirrian Rothwell: 741-02536, Section 68 (1) & 70 (1), 8 February 2001

CC: 148-9009-17798

CULTURAL FACILITIES CORPORATION

Administrative Service Officer Class 5, \$42,226 - \$44,774

Emma Harriet Pegrum: 735-14942, Section 68 and 70 (1), (13/2/2001)

CC: 148-9008-16850

EMPLOYMENT (Continued)**ACTION**

General Service Officer Level 5 \$36788
J Williams: 608-85859, Section 68, 20.01.01
CC: 148-9027-17791

**General Service Officer Level 6,
Bus Operator (part-time) \$40638**
J Niko: 765-48806, Section 68, 05.02.01
CC: 148-9027-17791

**General Service Officer Level 6,
Bus Operator (part-time) \$40638**
S Williams: 609-12407, Section 68, 06.02.01
CC: 148-9027-17791

**General Service Officer Level 6,
Bus Operator (part-time) \$40638**
J Wintour: 609-12394, Section 68, 07.02.01
CC: 148.9027.17791

**General Service Officer Level 6,
Bus Operator (part-time) \$40638**
M Ramsay: 609-12415, Section 68, 08.02.01
CC: 148.9027.17791

**General Service Officer Level 6,
Bus Operator (part-time) \$40638**
S Smith: 609-12538, Section 68, 09.02.01
CC: 148.9027.17791

**General Service Officer Level 6,
Bus Operator (part-time) \$40638**
T Dawson: 609-12511, Section 68, 12.02.01
CC: 148.9027.17791

**General Service Officer Level 6,
Bus Operator (part-time) \$40638**
R McKay: 609-12490, Section 68, 13.02.01
CC: 148-9027-17791

**General Service Officer Level 6,
Bus Operator (part-time) \$40638**
A Denne: 765-48806, Section 68, 14.02.01
CC: 148-9027-17791

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES**

**Graduate Administrative Assistant
\$25,115 – 32,271**
Vatsalin Phabmixay: 743-47314, Section 68(1),
5 February 2001
CC: 148-9013-16917

**Graduate Administrative Assistant
\$25,115 – 32,271**
Naarah Jane Keighran: 743-47322, Section
68(1), 5 February 2001
CC: 148-9013-16917

**Graduate Administrative Assistant
\$25,115 – 32,271**
Louise Annette Hodda: 766-14930, Section
68(1),
5 February 2001
CC: 148-9013-16917

**Graduate Administrative Assistant
\$25,115 – 32,271**
Steven Philip Wright: 743-47410, Section 68(1),
5 February 2001
CC: 148-9013-16917

**Administrative Service Officer Class 4
\$36945-40013**
Natasha Louise Booth: 766-13583, Section
68(1),
8 January 2001
CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY**

**Administrative Service Officer Class 2
\$29,102 – 32,271**
Rebecca Hart: 747-85998, Section 68,70,
12/2/01
CC: 148-9012-16898

DEPARTMENT OF URBAN SERVICES

**Graduate Administrative Assistant
\$25,115-\$32,271**
Samuel Guster AGS Number 767 82862.
Section 68(1) 05-Feb-01
CC: 148-9017 16954

**Graduate Administrative Assistant
\$25,115-\$32,271**
Nicole Reilly AGS Number 767 82889.
Section 68(1) 05-Feb-01
CC: 148-9017 16954

**Graduate Administrative Assistant
\$25,115-\$32,271**
Sylvia Karon-Stuart AGS Number 767 82854.
Section 68(1) 05-Feb-01
CC: 148-9017 16954

**Graduate Administrative Assistant
\$25,115-\$32,271**
Shane Blake AGS Number 767 82870.
Section 68(1) 05-Feb-01
CC: 148-90137 16954

**Graduate Administrative Assistant
\$25,115-\$32,271**
Artur Stuart AGS Number 767 82846
Section 68(1) 05-Feb-01
CC: 148-9017 16954

**Graduate Administrative Assistant
\$25,115-\$32,271**
Reilley Hardy AGS Number 767 82483
Section 68(1) 05-Feb-01
CC: 148-9017 16954

EMPLOYMENT (Continued)

**Graduate Administrative Assistant
\$25,115-\$32,271**

Leonie Badham AGS Number 767 82600
Section 68(1) 05-Feb-01

CC: 148-9017 16954

**Graduate Administrative Assistant
\$25,115-\$32,271**

Valerie Spencer AGS Number 761 15381
Section 68(1) 05-Feb-01

CC: 148-9017 16954

**Administrative Service Officer Class 6
\$44,503-\$51,121**

Elizabeth Gordon AGS Number 767 82934
Section 68(1) 05-Feb-01

CC: 148-9019 17278

ACT LEGISLATIVE ASSEMBLY

**Administrative Service Officer Class 3
\$33202 - 35832**

Cassandra Eccleston - Brown:
AGS Number 760-75033, Section 68(1),
25/1/2001

CC: 148-9014-17021

Transfer

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Rowena Cornwell: 736-92036
From: Australian Public Service Level 5
\$42,291 – 44,844
Attorney General's Department
To: Administrative Service Officer Class 5
\$41,207 – 43,694
Parliamentary Counsel's Office,
Department of Justice and Community Safety,
Canberra (PN. 44129)
Note: This is a 'deemed transfer' made under
section 115(6) of the ACT Public Sector
Management Act and is not subject to appeals.
CC: 148-9012-17345

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.

EMPLOYMENT (Continued)

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 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".

EMPLOYMENT (Continued)

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.**

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;

EMPLOYMENT (Continued)

- (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
- (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

EMPLOYMENT (Continued)

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

**Central Office
Financial Management and Support Services
Corporate Administration and Capital Works**

John H Oberdorf 510-48952
From: Administrative Service Officer Class 6 - DoH
\$44,503-51,121
ACT Department of Health, Housing and Community Care
To: Senior Officer Grade C – DoH \$56,346-60,755
Corporate Administration and Capital Works
ACT Department of Health, Housing and Community Care, Canberra (PN 21959)
(ACT Government Gazette No 37, 14 September 2000)

CC: 148-9011-17925

THE CANBERRA HOSPITAL

**The Canberra Hospital
Nursing Branch
Cardiac Rehabilitation**

Cathy Jean Ogilvie: 762-89517
From: Registered Nurse Level 1 \$32,245 - \$41,789
Coronary Care Unit
To: Registered Nurse Level 2 \$43,150 - \$45,877
Cardiac Rehabilitation, Medical SMT, Canberra (PN. 25045) (11.01.01)

CC: (1766)

**The Canberra Hospital
Nursing Branch
Intensive Care Unit**

Martin John Parker: 735-35874
From: Registered Nurse Level 1 \$32,245 - \$41,789
Intensive Care Unit
To: Registered Nurse Level 2 \$43,150 - \$45,877
Surgical SMT, Intensive Care Unit, Canberra (PN. 22285 – identical to PN. 22344) (31.8.00)

CC: (1963)

**The Canberra Hospital
Nursing Branch
Intensive Care Unit**

Dorothy Jean Hughes: 735-30942
From: Registered Nurse Level 1 \$32,245 - \$41,789
Intensive Care Unit
To: Registered Nurse Level 2 \$43,150 - \$45,877
Surgical SMT, Intensive Care Unit, Canberra (PN. 28921 – identical to PN. 22344) (31.8.01)

CC: (1963)

**The Canberra Hospital
Nursing Branch
Intensive Care Unit**

Karen Anne Matthews: 749-69316
From: Registered Nurse Level 1 \$32,245 - \$41,789
Intensive Care Unit
To: Registered Nurse Level 2 \$43,150 - \$45,877
Surgical SMT, Intensive Care Unit, Canberra (PN. 28922 – identical to 22344) (31.8.00)
CC: (1963)

**The Canberra Hospital
Nursing Branch
Intensive Care Unit**

Sandra Elizabeth Wright: 260-53928
From: Registered Nurse Level 1 \$32,245 - \$41,789
Intensive Care Unit
To: Registered Nurse Level 2 \$43,150 - \$45,877
Surgical SMT, Intensive Care Unit, Canberra (PN. 28923 – identical to 22344) (31.8.00)
CC: (1963)

**The Canberra Hospital
Nursing Branch
Intensive Care Unit**

Susanne Catherine Collins: 261-62825
From: Registered Nurse Level 1 \$32,245 - \$41,789
Intensive Care Unit
To: Registered Nurse Level 2 \$43,150 - \$45,877
Surgical SMT, Intensive Care Unit, Canberra (PN. 28937 – identical to 22344) (31.8.00)
CC: (1963)

ACT COMMUNITY CARE

**ACT Community Care
Disability Program**

Zenona Cherry: 508-04437
From Administrative Service Officer Class 2 \$28,785 - \$31,919
Department of Education and Community Services
To: Administrative Service Officer Class3 \$32,785 - \$35,383
Disability Program, ACT Community Care, Canberra (PN. 24762) (7 December 2000)
CC: 148-9009-16861

**ACT Community Care
Disability Program**

Anne Black: 740-93756
From Disability Support Officer Level 1 \$27,437 - \$28,536
ACT Community Care
To: Administrative Service Officer Class3 \$32,785 - \$35,383
Disability Program, ACT Community Care, Canberra (PN. 01695) (7 December 2000)
CC: 148-9009-16861

EMPLOYMENT (Continued)

**ACT Community Care
Corporate and Business Development**

Andrew Benoy: 740-98012
 From: Graduate Administrative Assistant
 \$24,841 - \$31,919
 ACT Community Care
 To: Administrative Service Officer Class 5
 \$40,757 - \$43,217
 Corporate and Business Development, ACT
 Community Care, Canberra (PN. 29183)
 Note: This position was not advertised, the
 promotion is appellable
 CC: 148-9009-18270

CHIEF MINISTER'S DEPARTMENT

**Business Support and Employment
C. A. Brennan AGS No: 538-90545**

From: CMD Officer Class 6, \$44,723-\$51,373p.a
 Department of Treasury
 To: CMD Senior Officer, \$57,361-\$61,791p.a
 (PN: 43471)
 Business Assistance Programs,
 Chief Minister's Department
 9 November 2000
 CC148-9031-17299

G. B. Hassett AGS No: 748-53196

From: Administrative Service Officer Class 5,
 \$41,207-\$43,694p.a
 Chief Minister's Department
 To: Senior Officer Grade C, \$56,346-
 \$60,755p.a.(PN: 55207)
 Business Assistance Programs, Chief
 Minister's Department
 9 November 2000
 CC:148-9031-17208

CANBERRA INSTITUTE OF TECHNOLOGY

**Division of Learning Services
Library and Learning Centre**

Lyn Fletcher: 020-29237
 From: Professional Officer Class 1, PN. 54242,
 \$31,034-\$43,539
 To: Senior Professional Officer C, PN 54589,
 \$56,346, \$60,755
 Library and Learning Centre, Management Unit,
 Canberra
 CC: 148-9024-18549

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.

**Infrastructure and Asset Management
I. Griffiths AGS No: 504-16514**

From, Director (Executive Level 2)
 \$59,143-\$80,455p.a
 From: Australian Bureau of Statistics
 Senior Officer Grade A, (PN: 55283)
 Land and Property, Business Analysis,
 Department of Urban Services
 23 November 2000
 Note: This promotion is made as an
 appointment under section 115 of the Public
 Sector Management Act 1994 and is a deemed
 promotion.
 CC: 148-9042-17578

**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 Administrative Officer, Legislative
Assembly for the ACT, 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

EMPLOYMENT (Continued)

- 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

GAZETTE INFORMATION

ISSUE OF ACT SPECIAL GAZETTES

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

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

Gazette Number	Date	Title
S5	13 February	Instrument No. 18 of 2001 ~ <i>Territory Superannuation Provision Protection Act 2000</i>
S6	15 February	Notice ~ Application for an Environmental Authorisation ~ <i>Environment Protection Act 1997</i>

GOVERNMENT NOTICES

NOTIFICATION OF THE MAKING OF AN INSTRUMENT

NOTICE is hereby given that the undermentioned Instrument of the Australian Capital Territory has been made. Copies of the Instrument may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Ground Floor, FAI House, Corner of London Circuit and Akuna Street, Canberra City ACT 2601.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Dog Control Act 1975</i>	Determination of Fees.	No. 19 of 2001
<i>Vocational Education and Training Act 1995</i>	Determination of Fees.	No. 20 of 2001

GOVERNMENT NOTICES (Continued)

Environment ACT

Environment Protection Act 1997

Application for an Environmental Authorisation

Notice is hereby given that under Section 48 of the *Environment Protection Act 1997*, an application for an environmental authorisation to conduct an activity has been received from the organisation set out below:

Organisation	Brief Description of Activity	Location
Canberra Tourism and Events Corporation	Motor sports Rally of Canberra	ACT Forests, Exhibition Park in Canberra and the Pipeline Access Road
Rocla Pavers and Masonry	Production of concrete or concrete products	6 Tennant Street Fyshwick

Under Section 48(1) of the *Environment Protection Act 1997*, any person who wishes to make a written submission to the Environment Management Authority concerning the above application may do so by close of business on 16 March 2001. Submissions should be addressed to:

Environment Management Authority, PO Box 144, Lyneham ACT 2602

Environmental Authorisation

Notice is hereby given that under Section 49 of the *Environment Protection Act 1997*, an environmental authorisation to conduct activities has been granted to the organisation set out below:

Organisation	Brief Description of Activity	Location
Capitol Chilled Foods (Aust) Pty Ltd	Processing of milk or milk products	2-8 Mildura Street Griffith
Parkwood Eggs Pty Ltd	Keeping of poultry	266 Parkwood Road Macgregor

Annual Review of Environmental Authorisations

Notice is hereby given that the following environmental authorisations have been reviewed under Section 57 of the *Environment Protection Act 1997* (the Act) and the Environment Management Authority decided not to take any action under the Act in respect of these authorisations.

Organisation	Brief Description of Activity	Location
PRECI-SPRAY	Pest Control	33 Reign Street Goulburn NSW
Beemark Enterprises	Pest Control	242 Bidges Road Sutton NSW
Mark Coggan	Pest Control	"Woolaroo" Middle Arm Road Goulburn NSW
Phillip Nott	Pest Control	69 Florentine Circuit Kaleen ACT
L.G.L. Refrigeration Pty Ltd (Lovelocks)	Use of CFCs and HCFCs	Blackburn Road Mt Waverley VIC
Autogas Development Pty Ltd	Use of CFCs and HCFCs	Isa Street Fyshwick ACT
Canberra Car Centre	Use of CFCs and HCFCs	Newcastle Street Fyshwick ACT
Allfridge Refrigeration Service	Use of CFCs and HCFCs	Bass Gardens Griffith ACT
Applied Building Services Pty Ltd	Use of CFCs and HCFCs	Unit 7, 79 Gladstone Street Fyshwick NSW

GOVERNMENT NOTICES (Continued)

J. B. C. Commercial Refrigeration	Use of CFCs and HCFCs	Paterson Parade Queanbeyan NSW
John House	Use of CFCs and HCFCs	Fellows Street Latham ACT
National Auto Electrical Service	Use of CFCs and HCFCs	Crn Brookes & Heffernan Street Mitchell ACT
Tempelec AE & R Pty Ltd	Use of CFCs and HCFCs	Copford Road Goulburn NSW
Jose Lategui	Use of CFCs and HCFCs	Caley Crescent Narrabundah ACT
Lonsdale Auto Electrical Services P/L	Use of CFCs and HCFCs	Lonsdale Street Braddon ACT
Dama Holdings Pty Ltd	Use of CFCs and HCFCs	118-120 Melrose Drive Phillip ACT
Atlas Building Services	Use of CFCs and HCFCs	19/151 Gladstone Street Fyshwick ACT
Gregorys Honda	Use of CFCs and HCFCs	Melrose Drive Phillip ACT
Research School of Earth Sciences	Use of CFCs and HCFCs	The Australian National University Acton ACT
CSIRO Plant Industry	Use of CFCs and HCFCs	Clunies Ross Street Acton ACT
Cuthbert Engineering	Use of CFCs and HCFCs	Hoskins Street Mitchell ACT
Jenton Pty Ltd trading as Dynotune	Use of CFCs and HCFCs	Nettleford Street Belconnen ACT
BDL Car Stereo & Air Conditioning	Use of CFCs and HCFCs	Unit 12 Paragon Mall, Gladstone Street Fyshwick ACT
A C & R	Use of CFCs and HCFCs	Kembla Street Fyshwick ACT
A & J Auto Electrical Service	Use of CFCs and HCFCs	Isa Street Fyshwick ACT

Under Section 135 of the *Environment Protection Act 1997*, an application may be made to the Administrative Appeals Tribunal for a review of the decision to which this notice relates. The Administrative Appeals Tribunal can be contacted on telephone 6217 4277.

Copies of application and authorisation documents are available for public inspection, during business hours, at the office of the Environment Management Authority, Level 2, South Wing, Macarthur House, Wattle Street Lyneham ACT.

Dated the 15th day of February 2001
Environment Management Authority

PRIVATE NOTICES

Who's Who in ACT Government? **ACT Government Telephone Directory**

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