



Australian Capital Territory

Gazette

No. 37, Thursday 13 September, 2001

Contents

General Information	ii
Employment	1081
Gazette Information	1121

New notification arrangements

From 12 September 2001, ACT legislation is notified on the ACT legislation register rather than in the ACT Gazette. The new arrangements are established by the Legislation Act 2001. The register is freely accessible on the internet (see www.legislation.act.gov.au).

For more information about the legislation register, please visit
www.pco.act.gov.au

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.

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

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

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EMPLOYMENT

ACT Public Service

Executive Contracts

Appointments

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Michael Castle
 Executive Director
 Emergency Services Bureau (E234)
 Section 72 Public Sector Management Act 1994

DEPARTMENT OF URBAN SERVICES

Sue Ross
 Director
 City Operations (E039)
 Section 72 Public Sector Management Act 1994

Termination

Note: The following Executive has been issued with a new contract. The initial contract has been terminated in accordance with the provisions of Section 73 of the Public Sector Management Act 1994.

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Michael Castle
 Executive Director
 Emergency Services Bureau (E053)
 21.6.01

General Information

Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

- an officer of the Australian Public Service (APS) applying for appointment (see section 115 of the Act)
- a former officer of the APS or ACTPS who has resigned, if:

- *they resigned to rear a child, after taking at least three months maternity or parental leave; and

- *they resigned within two years of the date of birth of the child for which the period of maternity leave was granted;

- *the position for which they are applying is advertised in the gazette within six years from the date of the birth of the child for which

the maternity or parental leave was granted; and

- * they have a statement from the relevant Chief Executive of the details of their resignation which was obtained at the time of resignation;

- an 'officer' of an approved organisation listed in Standard 4, Part 6, Mobility with Approved Organisations, employed on other than a temporary basis, applying for appointment;

- a temporary employee who has been employed by the ACTPS in one job for six months continuously, may apply for appointment to an advertised vacancy:
 - * if still employed in that temporary job; and

- * the six months eligibility period is reached before the applications close.

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

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

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

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

Vacancies

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

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

Population Health Division
Population Health Information Unit
 Senior Officer Grade B \$67,576 - \$76,073,
 Canberra (PN. 29625)

Closing date: 27 September 2001

Duties: Contribute to the activities of the Population Health Information Unit and undertake research, policy, evaluation and advice on health outcomes. Manage the budget of the Unit. Develop and maintain publications to inform health professionals, the community and the Department. Provide consultancy advice on surveys, epidemiological and demographic issues. Develop a strategy for

EMPLOYMENT (Continued)

enriching the ACT health data collection, including negotiation with State and Territory Departments to commission surveys and oversee a survey program.

Eligibility/other requirements: Qualifications and experience relevant to epidemiology or health research are desirable.

Contact Officer: Dr Shirley Bowen
(02) 6205 0883

Selection documentation may be obtained from Cathie McIntosh (02) 6205 1710

Apply: 20

CC: 148-9011-16889

**Population Health Division
Population Health Information Unit**

Senior Officer Grade C

\$57,191 - \$61,666, Canberra (PN. 25499)

Closing date: 27 September 2001

Duties: Undertake research consistent with the aims of the Population Health Information Unit including evaluating policy and health outcomes. Contribute to research and analysis from an epidemiological perspective, in order to contribute to the ACT CHO report and advise on health demography in the ACT.

Eligibility/other requirements: Relevant tertiary qualifications with post-graduate research experience and sound knowledge in health/social research methods and/or epidemiology is desirable.

Note: This is a readvertisement. Part-time or job share applications will be considered.

Contact Officer: Dr Shirley Bowen
(02) 6205 0883

Selection documentation may be obtained from Cathie McIntosh (02) 6205 1710

Apply: 20

CC: 148-9011-16889

**Population Health Division
Health Promotion Unit
Healthy City Canberra**

Senior Officer Grade C, \$57,191 - \$61,666, Canberra (PN. 23790)

Closing date: 27 September 2001

Duties: Provide support to the Director in managing the operations and administration of Healthy City Canberra. Develop, implement and evaluate health promotion activities to fulfil the strategic directions of Healthy City Canberra. Supervise the activities of other staff of Healthy City Canberra as required by the Director. Liaise and represent the organisation to regional, state and national authorities, individuals and other bodies. Liaise with other Healthy Cities projects on a statewide, national and international basis.

Contact Officer: Michael Sparks, 0407 701 011

Selection documentation may be obtained from Melissa Lee (02) 6207 9527

Apply: 20

CC: 148-9011-16889

**Population Health Division
Health Promotion Unit
Healthpact**

Administrative Service Officer Class 6
\$45,171 - \$51,888, Canberra (PN. 26587)

Closing date: 27 September 2001

Duties: Under limited direction undertake negotiations with other government and community agencies and other organisation with regard to support or sponsorship for the organisations activities. Supervise other staff involved in these activities. Provide policy, planning and statistical advice to the Department, the ACT Health Promotion Board and to senior officers on the operation of the organisations activities. Provide secretariat support services to the Board, its committees and working parties.

Contact Officer: Meg Richens (02) 6205 1214

Selection documentation may be obtained from Tracy Vickers (02) 6205 1325

Apply: 20

CC: 148-9011-16889

**Population Health Division
Health Promotion Unit
Healthpact**

Administrative Service Officer Class 4
\$37,499 - \$40,714, Canberra (PN. 24367)

Closing date: 27 September 2001

Duties: Provide administrative support to the Director including typing, preparation of routine correspondence, maintenance of filing systems and maintain and control stocks. Establish and maintain database systems. Provide financial support including arranging payment of grants, sponsorship and accounts, collation and analysis of financial reports on expenditure. Assist in the development of health promotion projects and campaigns.

Contact Officer: Meg Richens (02) 6205 1214

Selection documentation may be obtained from Melissa Lee (02) 6207 9527

Apply: 20

CC: 148-9011-16889

**Population Health Division
Population Health Information Unit**

Administrative Service Officer Class 3
\$33,644 - \$36,310, Canberra (PN. 5502)

Closing date: 27 September 2001

Duties: Provide high level administrative support for the Manager of the Population Health Information Unit and be responsible for the day to day running of the office. Assist with budgetary and financial management, including budget planning and monitoring, purchasing and invoice processing, asset management and stock control. Assist with secretariat support for Committees and meetings as required. Assist with the maintenance of registries and data collections (including data entry) undertaken by the Unit.

Note: Position is a part time position of 36:45 a fortnight.

Contact Officer: Sally Rubenach (02) 6244 2174

Selection documentation may be obtained from Sally Rubenach (02) 6244 2174

Apply: 20

CC: 148-9011-16889

EMPLOYMENT (Continued)

Department of Health, Housing and Community Care

ACT HOUSING

**Housing Services Group
Housing Manager**

Administrative Services Officer Class 4

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

Several Positions

Are you committed to quality client service? Do you enjoy working with a diverse client group? Can you manage a challenging career involving complex social issues and a range of business functions?

ACT Housing has a role for a self motivated and well organised person, who is interested in being employed as a Housing Manager. Fast paced and demanding, the role is responsible for the management of public housing waiting lists, tenancies and properties. The role involves working with other agencies providing specialised support to clients, substantial field work, specifically visiting clients in their homes and inspecting properties, combined with office based client service and administrative responsibilities.

Employees will be required to undertake and successfully complete a Certificate IV in Government (Social Housing). The training will further develop your strong client service and business skills, providing a firm foundation for a successful career in social housing.

Please note:

- All applicants will need to demonstrate, in their application, that they meet the selection criteria of the position which is contained in the package. Information about this position will also be available at www.housing.act.gov.au
- Referee reports must be submitted with applications
- Applications for these positions will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions. The outcome of the recruitment process is non-appellable
- Relocation costs will not be paid for interstate appointees

Contact Number for the positions:

(02) 6207 1515

To obtain a selection documentation package please call: (02) 6207 1329

(Answering Machine)

An information briefing session will be held for all interested applicants:

On: Wednesday, 19 September 2001

At: Canberra Labor Club

Chandler Street

Belconnen

5.30pm

Applications addressing the Selection Criteria should be forwarded to:

Manager, Strategic Corporate Services

ACT Housing

Locked Bag 3000

BELCONNEN ACT 2616

APPLICATIONS CLOSE 4 OCTOBER 2001

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

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

Successful applicants will become permanent officers (unless noted otherwise) of the ACT Public Service on attractive terms and conditions.

Australians from culturally and linguistically diverse background, Aboriginal and Torres Strait Islanders, people with a disability and women have an equal opportunity for employment to the ACTPS. An appropriate selection panel will be formed, or special needs addressed, if requested by a member of one of those groups.

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

CC: 148-9021-16944

THE CANBERRA HOSPITAL

VALUES

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

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

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

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

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

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

SALARY PACKAGING

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

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

Nursing Branch

Thoracic Clinic

Registered Nurse Level 3 \$48,200 - \$51,307, Canberra (PN. 22181)

Closing date: 27 September 2001

Duties: Provide leadership in co-ordinating total patient care activities, including admission and discharge planning. Liaise with patient care team members, nurse managers and nurse educators to achieve an agreed standard of care.

EMPLOYMENT (Continued)

Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Registration Board. Minimum of five years recent post registration experience including a period of demonstrated competency in the field of Thoracic nursing. Holds or is working towards an appropriate post basic qualification at a tertiary level.

Contact Officer: Helen De Britt (02) 6244 2647
Selection documentation may be obtained from Human Resource Management Group

(02) 6244 3139

Apply: 16

CC: 1728

Surgical Services**Surgical Bookings**

Administrative Service Officer Class 3
\$32,758 - \$35,353, Canberra, PN. 23756 & 22149 (expected)

Closing date: 27th September 2001

Duties: Maintain waiting list for patients registered for surgery; arrange theatre bookings for individual surgeons; maintain database to ensure accuracy of waiting list; arrange and oversee notification of patients and attendance for surgery and pre-admission clinics.

Eligibility/other requirements: Knowledge of medical terminology is important

Contact Officer: Martin Monaghan

(02) 6244 3247

Selection documentation may be obtained from the Human Resource Management Group

(02) 6244 2566

Apply: 16

CC: (1915)

Financial Management**Financial Accounting and Tax**

Administrative Services Officer Class 6 \$43,980 - \$50,520, Canberra (PN. 22975)

Closing date: 27 September

Duties: The Canberra Hospital has a vacancy for an accountant in its Financial Accounting and Tax Section. The Hospital is the major trauma and tertiary care facility in the region. It is a modern, well-equipped 500-bed teaching hospital and a clinical school of the University of Sydney.

This position provides support to the Financial Accountant and the successful applicant will be expected to:

- Take a major role in the end of the month reporting process through the preparation of external monthly financial statements including the preparation of related journals, notes and schedules, notes and schedules;
- Assist in the preparation of the annual financial statements;
- Assist in ensuring the integrity of the general ledger through the undertaking of more complex periodic reconciliation (including bank accounts), other general ledger maintenance and accounts reviews.
- Maintain the chart of accounts, establish related reporting structures in conjunction with the Business Services Bureau and periodically distribute updates of the chart to users.

- Manage all processes relating to the issue of credit cards and maintain the Hospital's credit card register.

The Canberra Hospital provides competitive salaries and excellent conditions of employment commensurate with qualification and experience. Access to Salary Packaging with a partial FBT exemption under PBI conditions is available for the successful applicant.

Eligibility/other requirements: A Tertiary qualification in accounting or substantial progress towards completion of an accounting degree is desirable. Proven performance, as an accountant with a highly developed technical ability is essential.

Note: This is a permanent full time position.

Contact Officer: Ron McNeilly (02) 6244 3656

Selection documentation may be obtained from Human Resource Management Group

(02) 6244 4168

Apply: 16

CC: 1321

Financial Management**Financial Accounting and Tax**

Administrative Services Officer Class 5 \$43,980 - \$50,520, Canberra

(Expected vacancy)

Closing date: 27 September 2001

Duties: Preparation of documentation to facilitate processing of creditor payments (including cabcharge), journal adjustments, banking of grant monies and raising of tax invoices. Assist with work leading to and including the preparation of external monthly and annual financial statements, accompanying notes and work - papers. Reconcile selected general ledger accounts including the bank account for special purpose funds and the bank account and investments with the total of special purpose funds cash reports. Other finance and accounting duties as required, including designated performance measures in the Section's Business Plan

Eligibility/other requirements: Tertiary qualifications in accounting or progress towards completion of an accounting degree are desirable. Proven performance in an accounting environment is essential.

Note:

Contact Officer: Ron McNeilly (02) 6244 3656

Selection documentation may be obtained from Human Resource Management Group

(02) 6244 4168

Apply: 16

CC: 1321

ACT COMMUNITY CARE**Alcohol and Drug Program****South Region****Case Manager/Counsellor****Administrative Service Officer Class 6**

\$44,111 - \$50,670 pa

Professional Officer Class 2

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

Registered Nurse Level 2 \$43,841 - \$46,611 pa

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

Salary packaging with FBT exemption under PBI conditions is available

EMPLOYMENT (Continued)

Closing date: 27 September 2001

Position No: 28421

This position involves undertaking a full range of client related activities incorporating assessment client planning and health promotion. Knowledge and experience is required in alcohol and other drug related issues and counselling techniques in addition to a commitment to central Program philosophies. The position also requires a basic knowledge of physical and health implications in relation to alcohol and other drug use.

Eligibility: Mandatory qualifications apply to RN2 and PO2 applicants.

Contact Officer: Kim Marr (02) 6205 4515

Selection Criteria: Katrina Gerholt

(02) 6205 2121

Apply: 21

CC: 148-9009-16852

**Integrated Health Care Program
Dietitians**

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

Professional Officer Class 2

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

Salary packaging with FBT exemption under PBI conditions may be available

Several permanent, temporary and casual positions.

The Integrated Health Care Team invites applications from suitably qualified dietitians to work in a multi-disciplinary team. These positions will cover the following duties:

The provision of a range of nutrition services in a primary health care setting; or the provision of a range of nutrition services including dietary assessment care planning, counselling and monitoring of nutrition services in an acute care facility; or delivering a diverse caseload focused on children, adolescents and women in a multi-disciplinary team.

Mandatory qualifications: Degree or Postgraduate qualifications in Nutrition & Dietetics or equivalent. Eligible for membership of the Dietitians Association of Australia. Recent experience in paediatric dietetics for one of the positions is highly desirable. Current drivers licence.

Contact Officer: Lynne Brown (02) 6244 2211

Selection Documentation: Dora Koripas

(02) 6205 1357

Applications close: 27 September 2001

Apply: 21

CC: 148-9009-17798

**Integrated Health Care Program
Senior Podiatrist**

Senior Professional Officer Class C

\$55,850 - \$60,219, Canberra (PN. 21448)

Salary packaging with FBT exemption under PBI conditions is available.

Closing date: 27 September 2001

The Integrated Health Care Program is seeking application from suitably qualified and experienced individuals to fill the vacancy of Senior Podiatrist within the Program. The position involves providing professional support and supervision to podiatrists employed within the Program across The Canberra Hospital, Diabetes Service and community based services. The successful

applicant should display a high level of knowledge and understanding of the role of Podiatry in the community setting, be able to provide Program Managers with professional advice regarding podiatric issues and assist in the support of multidisciplinary teams within the Program.

Eligibility: A Degree or Diploma in Podiatry with at least 5 years podiatric experience. Eligible for registration as a Podiatrist in the ACT.

Previous experience in professional supervision and policy development would be desirable.

Note: This position was advertised in the Gazette of 16 August 2001, previous applicants will be considered and need not re-apply.

Contact Officer: Debbie Booth on (02) 6205 2101

Selection documentation may be obtained from Dora Koripas (02) 6205 1357

Apply: 21

CC: 148-9009-17798

Child, Youth and Women's Health Program

Women's Health Service

Counsellors

Professional Officer Class 2 \$44,111 – \$49,298 pa

Administrative Officer Class 6

\$44,111 – \$50,670 pa

Multi classified position to be filled at one of the above levels

Salary packaging with FBT exemption under PBI conditions may be available

Several positions

Duties: The Women's Health Service provides counselling services to women affected by violence. Counsellors are required to have experience in trauma counselling and to be involved in the development and implementation of a new non-crisis counselling service for women.

Successful applicants will be working within a multidisciplinary team.

Eligibility: Mandatory qualifications apply for PO 2 applicants, relevant tertiary qualifications are desirable for ASO 6 applicants.

Note: Several full time, part-time, permanent and temporary positions are available.

Contact Officer: Jenelle Reading (02) 6205 1356

Selection Documentation: Gayle Harding

(02) 6205 1197

Applications close: 27 September 2001

Apply: 21

CC: 148-9009-16857

CALVARY HEALTH CARE ACT

Clare Holland House

Calvary Administrative Officer 3

\$32,855 - \$35,458, Canberra (PN. 9794)

Closing date: 27 September 2001

Duties: Under direction provide a range of administrative and secretarial support services in managing the office of the Director of Palliative Care.

Eligibility/other requirements:

Note: Part time, 40 hours per fortnight TTY 6201 6127

EMPLOYMENT (Continued)

Contact Officer: Susan Grainger (02) 6273 0336
 Selection documentation may be obtained from
 Susan Grainger (02) 6273 0336
 Apply: 07
 CC: 148-9094-17781

Nursing Services**Ward 2N**

Registered Nurse Level 3
 Salary \$50,804 - \$55,335, Canberra (PN. 8660)
 Closing date: 21 September 2001
 Duties: Develop a mental health quality improvement and education program at Calvary Hospital including consideration of National Standards for Mental Health, benchmarking with external organisations and staff education needs.

Eligibility/other requirements: Registered Nurse with the ACT Nurses Registration Board

Note: Temporary vacancy for a period of 2 years. TTY 6201 6127

Contact Officer: Sue Minter (02) 6201 6162
 Selection documentation may be obtained from Sue Minter (02) 6201 6162

Apply: 07
 CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

**Office of Multicultural and Community Affairs
 Aboriginal and Torres Strait Islander Affairs Unit
 Administrative Service Officer Class 6**

Position No: 43079

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

Applications closes on 28 September 2001.

Duties: Under limited supervision, the successful applicant will prepare policy advice and analyse issues relating to Aboriginal and Torres Strait Islander affairs in the ACT; 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; provide secretariat support to community and Government committees involved in Aboriginal and Torres Strait Islander affairs in the ACT; and prepare briefings, cabinet submissions, speeches and other policy advice.

Contact Officer/Selection Documentation Neil Harwood on (02)62050524 and is also available from www.act.gov.au/recruitment/cmdindex.asp

Apply 06
 CC: 148-9031-17185

**Senior Information Technology Officer Grade C
 Customer Projects Group**

Permanent

Salary \$57,191 To \$61,666

Location: Callam Offices, Woden, Act

Applications Close: 27 September 2001

Applications to be forwarded to:

Recruitment Officer

GPO Box 158

Canberra City ACT 2601

or email to: intact.recruitment@act.gov.au

Position Description

InTACT is seeking a skilled dynamic and enthusiastic Solutions Architect for the Customer Projects Group. The successful applicant will provide high level technical support to the InTACT Project Group. This position will be responsible for technical

advice, solutions and delivery to the InTACT Project Management Group as well as provide technical input to proposals from agencies received.

The position works directly to the Program Manager, CPG and will work closely and integrally with InTACT internal service teams, external service providers and client agencies.

The primary role of this position is to analyse customer requirements and be able to identify technically feasible solutions consistent with the ACT Government operational standards and practices.

The successful candidate must have excellent customer focus, and a broad but comprehensive technical background to enable implementation of complex IT projects. The successful candidate will take responsibility and ownership of technical inputs to proposals, technical delivery within projects and specifically advice on solutions to our customer's business problems.

Contact Officer's name and number for queries relating to the position: Rina Brettrell (02) 6205 1054

Contact Officer's name and number for Selection Documentation

Nicole Morris on (02) 6207 8922

NOTE: The terms and conditions of this position may be regulated under an Australian Workplace Agreement, at a higher remuneration package.

cc:148-9043-17177

**KINGSTON FORESHORE DEVELOPMENT
 AUTHORITY**

Marketing Manager

Senior Officer Grade B

Salary Range: \$67,576 – \$76,073p.a

Applications close 20 September 2001

The role of the Marketing Manger will be to implement the marketing strategy. This will include development and management and advertising campaigns, media and public relations, promotions, and dissemination of information to key target groups to increase awareness of the Kingston Foreshore Development. This is an opportunity to work with a small team, dealing with all aspects of marketing, brand development, pricing, public relations, events advertising and promotions. This is a high profile role and we are seeking a highly motivated person ideally, with experience in marketing of urban development, who can bring extensive product management skills, linked with excellent communication and interpersonal abilities.

Qualifications: Appropriate tertiary qualifications relevant to marketing, advertising, consumer research or product management are also required.

Note: This position will be subject to job sizing, and may result in an Australian Workplace Agreement, which will determine remuneration. Contact: Jenny Gallagher on (02) 6257 1010.

Application s addressing the selection criteria should be forwarded to Jenny Gallagher, Office Services Division Manager, Professional Careers Australia, GPO Box 277, Canberra ACT 2601, or emailed jennygallagher@pcaaust.com.au

EMPLOYMENT (Continued)**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/departement/departement.htm> or may be requested using email to decs.jobs@act.gov.au. Applications may also be sent via email to: decs.employment@act.gov.au

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

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

**Children's, Youth and Family Services Division
Family Services Branch
Child Protection Services Section**

Senior Professional Officer Grade C
\$57,192 - \$61,666, Canberra (PN. 11512, expected vacancy)

Closing date: 27 September 2001

Duties: Supervise a team of professional staff to ensure the provision of quality professional services to children and families which are consistent with Family Services policies and programs, and which are culturally appropriate. Eligibility/other requirements: Tertiary qualifications in social work or psychology which provide eligibility for membership of the Australian Association of Social Workers, or registration with the Psychologist's Board (ACT) or state equivalent.

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

Contact Officer: Deborah Winkler
(02) 6207 1382

Selection documentation may be obtained from Janet Feldtman (02) 6207 1088

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Melrose High School

Administrative Service Officer Class 6
\$45,171 - \$51,888, Canberra (PN. 515)

Closing date: 27 September 2001

Duties: Provide high level support to the Principal in developing policies and procedures relating to the administration and financial management of the school and the implementation of school-based management at Melrose High School including the International Private Student Program. Manage all financial and resource matters. As systems and Network Administrator manage the school's administrative computer systems and databases. Act as administrative officer to the Board. Supervise the school's administrative staff.

Note: Selection may be made on the basis of written application and referee reports only.
Contact Officer: Cecily Blake (02) 6205 7588
Selection documentation may be obtained from the Contact Officer (02) 6205 7588

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Telopea Park School

Administrative Service Officer Class 6
\$45,171 - \$51,888, Canberra (PN. 323, expected vacancy) Closing date: 27 September 2001

Duties: Provide high level support to the Principal in developing policies and procedures relating to the management of the school and to the implementation of School Based Management at Telopea Park School/Lyceee Franco Australian. Coordinate the preparation of budgets and financial returns and monitor financial commitments and expenditure.

Contact Officer: Trish Wilks (02) 6205 5599

Selection documentation may be obtained from Carolene Sanderson (02) 6205 5599

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Education and Training Division

**Office of Training and Adult Education Branch
Planning and Reporting Section**

Administrative Service Officer Class 6
\$45,171 - \$51,888, Canberra (PN. 1924)

Closing date: 27 September 2001

Duties: The successful applicant will have responsibility for maintaining the integrity of all training activity data in the Office of Training and Adult Education information systems to Australian Vocational Education and Training Management Information Statistical Standards (AVETMISS) and those of other national statistical and reporting systems used in the ACT.

Contact Officer: Keith Joliffe (02) 6205 7048

Selection documentation may be obtained from the Contact Officer (02) 6205 7048

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

**Sports and Corporate Resources Division
Budget and Facilities Branch
Facilities Management Section**

Administrative Service Officer Class 4
\$37,499 - \$40,714, Canberra (PN. 2421)

Closing date: 27 September 2001

Duties: Control, coordinate and manage the activities of the Annexe which include archival and long term storage of departmental records; and storage of furniture for new enrolments and new schools.

Contact Officer: Tony McDonnell (02) 6205 9120

Selection documentation may be obtained from the Contact Officer (02) 6205 9120

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 Section, Level 2, Manning Clark Offices or via email:

decs.employment@act.gov.au

EMPLOYMENT (Continued)

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

CANBERRA INSTITUTE OF TECHNOLOGY**Division of Corporate Services
Office of the General Manager
Planning and Quality Section**

Senior Officer Grade C, \$57,473 - \$61,970
Canberra (PN. 55490)

Closing date: 27 September 2001

Duties: CIT has a senior position available responsible for managing the work of its Planning and Quality Unit. This is an exciting opportunity to become a leader of a small team with responsibility for implement quality assurance processes and a range of strategic planning functions. Knowledge of strategic planning, policy development, quality assurance systems and an understanding of educational frameworks and vocational education is highly desirable.

Eligibility/other requirements: **Mandatory:** Degree, Diploma or equivalent qualifications in education. Experience in an Institute of Technology or similar environment.

Note: The position is for temporary employment or temporary transfer from as soon as possible for a period of: three years
Contact Officer: Aidan O'Leary (02) 6207 3114
Selection documentation may be obtained from Dawn McNamara (02) 6207 3108 or

Email: dawn.mcnamara@cit.act.edu.au
Apply: 11

CC: 148-9024-16930

**Division of Corporate Services
Office of the General Manager
Planning and Quality Section
Quality Co-Coordinator**

Administrative Service Officer Class 6
\$45,393 - \$52,143 Canberra (PN. 55476)
Closing date: 27 September 2001

An opportunity exists for an enthusiastic person with an interest in continuous improvement to join the newly formed team responsible for the implementation of strategic planning and quality processes within the Institute. Under the general direction of the Manager, Planning and Quality, the Quality Co-ordinator will be expected to assume responsibility for specific quality issues and, working both individually and as part of a small team, be capable of commencing and carrying projects through to completion. The person we are looking for will display initiative, be experienced in project management, have a sound understanding of quality issues and possess high-level liaison, communication and interpersonal skills.

Note: The position is for temporary employment or temporary transfer from as soon as possible for a period of: three years

Contact Officer: Lee Ferrari (02) 6207 3340
Selection documentation can be obtained from: Dawn McNamara on (02) 6207 3108 or
Email: dawn.mcnamara@cit.act.edu.au
Apply: 11

CC: 148-9024-16930

**Division of Corporate Services
Office of the General Manager
Planning and Quality Section**

Administrative Service Officer Class 2
\$29,684 - \$32,917 Canberra (PN. 55403)
Closing date: 27 September 2001

The successful applicant will provide general administrative support to the Planning and Quality Unit and assist with recruitment functions within the Corporate Services Division.

Duties: will include work processing minutes and reports; preparation of presentation materials including flow charts and overheads; collating, classifying, storing files and other records; arranging and servicing meetings; general maintenance of our electronic CIT Staff Information System; and assist with the devolved recruitment function as required.
Eligibility/other requirements: Experience in work processing, minute taking, basic html and human resource management systems are desirable.

Note: The position is available for temporary transfer or temporary employment for up to three years.

Contact Officer: Louise Hughes (02) 6207 4873
Selection documentation may be obtained from Dawn McNamara on (02) 6207 3108 or
Email: dawn.mcnamara@cit.act.edu.au
Apply: 11
CC: 148-9024-16930

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

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

**ACT Corrective Services
Community Corrections
Probation and Parole Unit**

Case Worker

Administrative Service Officer Class 5
\$41,825 - \$44,349, Canberra (PN. Various)
Closing date: 27 September 2001

Duties: A number of vacancies exist for motivated, enthusiastic and professional staff wanting to work in an exciting, dynamic workplace committed to achieving standards of excellence. The focus is on evidence based practise and a case management approach has been implemented which incorporates a thorough assessment process.

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

EMPLOYMENT (Continued)

This position requires the case management of offenders subject to community based orders to address criminogenic risk/need factors, the implementation of correctional intervention strategies and evaluation of outcomes.

Applicants will be required to have well developed inter-personal skills, an ability to resolve conflict and written skills of a high standard.

Eligibility/other requirements: Relevant tertiary qualifications in psychology or other related fields such as social work, social sciences, social welfare would be an advantage. The successful candidate/s will be required to undergo a criminal record check
Contact Officer: Naomi Buick (02) 6207 0860
Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853

Apply: 28
CC: 148-9012-16898

**ACT Magistrates Court
Executive****Counter Service Unit**

Administrative Service Officer Class 3
\$33,644 – 36,310, Canberra (PN. 44042, 44043)
Closing date: 27 September 2001

Duties: Receive, check and issue documents in relation to the institution of proceedings in the ACT Magistrates Court and Tribunals, referring more complex inquiries. Receive and acquit revenue and trust payments as an agent to the Collector of Public Monies. Assist clients with the preparation and completion of documents, under relevant legislation. Assist with the preparation of documents in relation to enforcement of judgements. Provide advice to the public on practices and procedures of all jurisdictions of the ACT Magistrates Court and Tribunals, referring the more complex inquiries. Other duties as required.

Contact Officer: Anne Diduk (02) 6217 4248
Selection documentation may be obtained from 24 hour answering machine (02) 6217 4229
Apply: 28
CC: 148-9012-16939

Resource Management

Administrative Service Officer Class 4
\$37,499 – \$40,714, Canberra (PN. 44000, 45880)
Closing date: 27 September 2001

Duties: The Resource Management Unit is responsible for assisting and supporting the Chief Executive and other Departmental managers to efficiently and effectively discharge their financial management responsibilities. This is achieved through the provision of timely, materially accurate, relevant, complete and suitable presented budget estimates, financial results and trends combined with the provision of high quality, interpretive professional advice.

These positions work as part of a dynamic team within the unit by assisting Departmental cost centre managers and their staff to obtain advice and assistance on less complex financial management matters and departmental input at whole of government level. The positions, either individually or as part of a team, assist with the provision of specific unit functions and services at both cost centre and departmental

levels. Additionally, these positions may assist the unit's Account Managers to deliver customer focussed services when required. The Department is seeking people who possess the skills, abilities, qualifications, experience and personal qualities necessary to undertake these challenging roles.

Eligibility/other requirements: Qualifications in accounting or similar disciplines, or progression towards same, are not required but would be well regarded.

Contact Officer: Frank Pascoe (02) 6207 0426
Selection documentation may be obtained from Frank Pascoe (02) 6207 0426

Apply: 28
CC: 148-9012-16911

Resource Management

Administrative Service Officer Class 3
\$33,644 – \$36,310, Canberra (PN. 45881)
Closing date: 27 September 2001

Duties: The Resource Management Unit is responsible for assisting and supporting the Chief Executive and other Departmental managers to efficiently and effectively discharge their financial management responsibilities. This is achieved through the provision of timely, materially accurate, relevant, complete and suitable presented budget estimates, financial results and trends combined with the provision of high quality, interpretive professional advice.

This position works as part of a dynamic team within the unit by assisting Departmental cost centre managers and their staff to obtain advice and assistance on less complex financial management matters and departmental input at whole of government level. The position, either individually or as part of a team, provides services in the areas of cheque production, advances, purchasing, accounts processing, reconciliations, departmental returns, general office management and other finance and budget related matters. Additionally, this position may assist the unit's Account Managers to deliver customer focussed services when required.

Contact Officer: Frank Pascoe (02) 6207 0426
Selection documentation may be obtained from Frank Pascoe (02) 6207 0426

Apply: 28
CC: 148-9012-16911

**ACT Corrective Services
Belconnen Remand Centre
Court Transport Unit**

Custodial Officer Grade 2 \$35,392 – \$37,499,
Canberra (PN. 11330)
Closing date: 27 September 2001

Duties: The successful applicant will be required to assist the Manager with the day to day operation of the unit including: allocation of human and financial resources; supervision, training and development of staff and the provision of safe and secure custody and/or transfer of prisoners.

Other duties under general direction include: assuming control of the Court Cell and Prisoner Transport Unit in the absence of the Manager, arranging for the collection of warrants, attending to complaints and/or requests from prisoners and the induction of prisoners on

EMPLOYMENT (Continued)

arrival to the Courts. Applicants will be required to escort prisoners interstate and may be required to work elsewhere in ACT Corrective Services as directed.
 Eligibility/other requirements: Current unencumbered drivers licence essential. Current Senior First Aid Certificate desirable. Knowledge of court etiquette and processes and experience with cross border prisoner transfers and/or security of prisoners in a court room desirable. Ability to work shiftwork and travel interstate is required.
 Note: This is a temporary vacancy of 3 years
 Contact Officer: Howard Jones (02) 6207 0767
 Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853
 Apply: 28
 CC: 148-9012-16898

**ACT Corrective Services
 Belconnen Remand Centre
 Court Transport Unit**

Administrative Service Officer Class 6
 \$45,171 – \$51,888, Canberra (PN. 11948)
 Closing date: 27 September 2001
 Duties: The successful applicant will be required to manage and exercise responsibility for the day to day operations of the Unit including: allocation of human and financial resources; supervision, training and development of staff and the provision of safe and secure custody and/or transfer of prisoners.
 Other duties under limited direction include: revision, development and implementation of policy, procedures and standing orders for prisoners in consultation with the Director and Courts and the interpretation of legislation and liaison with court staff and other agencies. The successful applicant will also be required to provide a contact point for public, government and other agencies and prepare or assist in the preparation of reports, correspondence, submissions and responses to Ministerials and Assembly questions.

Eligibility/other requirements: Tertiary qualifications in a relevant field, eg. Law, criminology, social science an advantage. Familiarity with sidearms use and interstate prisoner transfers an advantage.
 Unencumbered drivers licence desirable.
 Note: This is a temporary vacancy of 3 years
 Contact Officer: Howard Jones (02) 6207 0767
 Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853
 Apply: 28
 CC: 148-9012-16898

EMERGENCY SERVICES BUREAU

**ACT Ambulance Service
 Department of Justice and Community Safety
 Emergency Service Bureau**

Administrative Service Officer Class 3
 \$33,644 - \$36,310, Canberra (PN. 3820)
 Closing date: 27 September 2001
 Duties: This position involves a wide variety of financial and administrative activities including accounts payable, checking of allowance and

overtime claims, maintenance and updating of various databases and the preparation of briefing notes and less complex correspondence. The occupant of this position will also undertake secretariat and administrative support duties associated with committee servicing as well as providing assistance to staff and clients.
 Selection may be based on applications and referees reports, and interviews may not be conducted.
 Please attach two referees reports addressing the Selection Criteria to your application. Applications not addressing the Selection Criteria will not be considered.
 Contact Officer: Megan Catlin (02) 6207 9982
 Selection documentation: David McElligott (02) 6207 5906
 Apply: 13
 CC: 148-9007-16846

ACT WORKCOVER

**Business Services Section
 Administrative Service Officer Class 5
 \$41,825 - \$44,349**

**PN 28904
 Canberra
 Closing Date: 27-Sep-01
 Duties:**

ACT WorkCover is looking for a suitably qualified person to take responsibility for its day to day financial operations. This will also include the provision of financial and budgetary support to the Finance Manager.
 The successful applicant will also be responsible for the provision of administrative support to staff

Qualifications/other requirements: Accounting qualifications and/or experience desirable, particularly in ORACLE Financial System.

Note: This position is available for temporary filling for a period of up to 2 years.

Contact Officer: Ian York (02) 6205 2136
Selection documentation: Mirela Sharrock (02) 6205 2137
Apply Code: 34
CC: 148-9020 17088

DEPARTMENT OF URBAN SERVICES

**Environment ACT
 Environment Protection Unit
 Technical Officer Level 3**

**\$39,336 - \$44,628
 PN 15666
 Canberra
 Closing Date: 27-Sep-01**
 Environment ACT's Environment Protection Unit is responsible for a range of environmental protection issues including of air and water quality, hazardous materials, contaminated sites and environmental noise as well as nature conservation and fisheries issues. This is mainly accomplished through the administration of the *Environment Protection Act 1997*, *Nature Conservation Act 1980* and *Fisheries Act 2000*.

EMPLOYMENT (Continued)

The main duties are investigating, and providing technical advice on less complex environment protection and nature conservation issues. The successful applicant is required to participate in an after-hours call-out roster. Environment Protection Officers also take part in public education programs.

Qualifications/other requirements:

Qualifications in science or engineering or other relevant field are highly desirable. Current ACT Drivers Licence.

Contact Officer and selection documentation:

Bob Neil (02) 620 76334 or robert.neil@act.gov.au

Or from the recruitment home page: <http://www.act.gov.au/urbanservices/recruit.html>

Apply Code: 34

CC: 148-9028 16937

**Planning and Land Management Group
PALM Executive Branch
Business Strategy and Communications Section
Organisation Development and Communications Subsection**

Senior Officer Grade C

\$57,192 - \$61,666

PN 15276

Canberra

Closing Date: 27-Sep-01

12 month contract

Looking for a challenging and exciting role in communicating the future vision of Canberra as one of the world's great planned cities?

ACT Planning and Land Management Group (PALM) has a major role in implementing the directions for Canberra on planning, development and sustainable management of urban infrastructure and land management, including the Future Canberra Program, High Quality Sustainable Design, consultation and participation and more effective access to the planning system.

PALM is continuing to build stronger partnerships with all sectors of the community as the City has moved into a period of significant change, particularly as many areas experience redevelopment to respond to changing community needs and expectations. This carries with it the need for a clear vision about the City's future directions and strategies for proactive change management with the community to reinforce Canberra's position as one of the world's greatest planned cities.

- ◆ For an initial period of 12 months PALM needs a highly skilled, self motivated person to lead a small team to develop and implement a broad ranging communication and consultation strategy with a particular focus on:
- ◆ Identifying innovative ways of enhancing PALM's profile and providing information to the community about the organisation's roles, functions and current activities;
- ◆ Assisting the community to gain easy access to information and services on the ACT's planning and land management system;

- ◆ Developing effective consultation programs to engage the community in policy development and decision making;
- ◆ Researching community views and working with teams across PALM to ensure that issues raised are fully addressed through strategic and business planning;
- ◆ Providing advice and assistance on public relations issues such as advertising, publishing, sponsorship, issues and event management, speech writing and the development of high quality publications and communication 'tools'.

You will need to have highly developed conceptual, research and analytical capacity along with excellent communication skills, to successfully lead others in initiating and adapting to change, including the ability to develop strategies and facilitate the implementation of business improvement processes.

Qualifications and Other Experience: Degree or Diploma in communications, public relations, marketing or related discipline and/or demonstrated experience in a public relations or public affairs environment desirable.

Contacts: Enquiries about the position to John Meyer, Manager, Business Strategy and Communications on (02) 6207 1712. Selection criteria and information pack are available from Deborah Allen on (02) 6207 6361 or by e-mail: deborah.allen@act.gov.au.

Or from the recruitment home page: <http://www.act.gov.au/urbanservices/recruit.html>

Apply Code: 34

CC: 148-9020 17643

**Policy Coordination Group
Policy Planning and Liaison Unit
Senior Officer Grade B**

\$67,576 - \$76,073

PN 17785

Canberra

Closing Date: 27-Sep-01

Duties:

The Policy Planning and Liaison Unit is responsible for facilitating integrated policy development across Urban Services and for overseeing and coordinating Urban Services' input into across government strategic policy initiatives and responses. The Unit has a number of areas of responsibility including social policy, regulatory reform, and competition policy.

The opportunity exists for a skilled individual to undertake the role of Manager of the area who will provide high level advice and expertise on a range of issues involving policy planning, development, coordination and implementation. The Manager will also lead a team responsible for enhancing policy integration across Urban Services and providing specialist advice on a range of policy planning issues for the Department.

EMPLOYMENT (Continued)

Qualifications/other requirements: Tertiary qualifications in business management or public administration and/or extensive relevant experience.

Contact Officer: Dr Colin Adrian (02) 6207 6256

Selection documentation: Ingrid Kennealy (02) 620 72270

Or from the recruitment home page:

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

Apply Code: 34

CC: 148-9018 16922

Policy Coordination Group

Road Transport Section

Public Transport Subsection

Administrative Service Officer Class 6

\$45,171 - \$51,888

PN 10740

Canberra

Closing Date: 27-Sep-01

Duties:

Provide sound advice on policy development in relation to a wide range of public transport regulation issues. Implement a range of transport initiatives including taxi industry and other reform projects.

Contact Officer: Rosemary Garrett

(02) 620 76181

Selection documentation: Chris Beddis

(02) 6207 5487

Or from the recruitment home page:

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

Apply Code: 34

CC: 148-9018 16922

Corporate Group

Human Resources Section

HR Strategic Planning Unit- Workforce Planning Subsection

Administrative Service Officer Class 5

\$41,825 - \$44,349

PN 1327

Canberra

Closing Date: 27-Sep-01

Duties:

Develop and maintain a range of staffing databases, preparation and analysis of staffing reports and contributing to the innovation of the Workforce Planning Unit.

Qualifications/other requirements: Experience in the use of Perspect, Cognos Powerplay and Impromptu Microsoft Access.

Contact Officer: Cath Bolton

(02) 6207 0896 or cath.bolton@act.gov.au

Selection documentation: Melissa Stejskal

(02) 6207 3667 or melissa.stejskal@act.gov.au

Or from the recruitment home page:

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

Apply Code: 34

CC: 148-9017 16954

Human Resources Section

HR Strategic Planning Subsection

Administrative Service Officer Class 6

\$45,171 - \$51,888

PN 3334

Canberra

Closing Date: 27-Sep-01

Duties:

Undertake strategic policy research, analysis and development in relation to human resource issues, particularly as they relate to workforce planning and benchmarking.

Qualifications/other requirements: Experience in HR policy development and workforce planning desirable.

Contact Officer: Cath Bolton

(02) 6207 0896 or cath.bolton@act.gov.au

Selection documentation: Melissa Stejskal

(02) 6207 3667 or melissa.stejskal@act.gov.au

Or from the recruitment home page:

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

Apply Code: 34

CC: 148-9017 16954

Planning and Land Management

Director – Territory Planning Branch

The Department: The ACT Department of Urban Services provides coordinated policy advice on planning, development and sustainable management of urban infrastructure and land management. The Planning and Land Management Group (PALM) of the Department has a major role in implementing the directions for Canberra.

The Department is seeking a senior executive at the peak of their career to take on the challenging and exciting role of senior strategic planner for the City of Canberra.

The Job: The Director of the Territory Planning Branch will lead a team of professionals building on Burley Griffin's vision for the City of Canberra. The Director is responsible for giving effect to the Government's policies on high quality urban design and sustainable development – reinforcing Canberra's position as one of the greatest planned cities in the world.

The development of long term strategic directions for land and infrastructure in the ACT, metropolitan, land use, transport, social and cultural planning, along with Environmental Impact Assessments are key responsibilities in bringing the vision for Canberra to fruition. The Director also has responsibility for the maintenance and administration of the Territory Plan, which defines the planning principles and land uses for the Territory.

Canberra and the ACT – leading the world in liveability and sustainable development

Remuneration: The position attracts a package of **\$142,415** per annum, which includes a cash component of **\$106,250**. Employer provided benefits include generous superannuation, spouse travel, a privately plated car and parking.

EMPLOYMENT (Continued)

Contracts: The successful applicant will be engaged under a performance-based contract for a period of up to five years. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Contacts: Enquiries about the position to Lincoln Hawkins, Executive Director on (02) 6207 1712. Selection criteria and information pack are available from Melissa Stejskal on (02) 6207 3667 or by email; melissa.stejskal@act.gov.au.

act government home page:
<http://www.act.gov.au>

Applications: Addressing the selection criteria of the position should be forwarded to:
Melissa Stejskal, Executive Support,
Human Resources
Department of Urban Services
GPO Box 158
CANBERRA ACT 2601

Applications Close Monday, 1 October 2001

DEPARTMENT OF TREASURY**Revenue Management****Compliance Section****Administrative Service Officer Class 6,
(PN: 42002)**

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

Closing Date: 27 September 2001

Canberra

Duties: Examine, analyse and determine complex cases of interpretation and procedure pursuant to the tax laws within the Territory, State and Commonwealth legislative framework. Assist in the development of interpretative and legislative policy in respect of those cases. Research, interpret and apply legislation and judicial decisions in complex cases.

Occupants can be rotated to other positions at the same level within the Revenue Management Branch as required.

Contact Officer/Selection documentation: Mark Mullins (02) 6207 0008 and is also available from

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

Please note that applications will not be acknowledged

Note: This position may be filled based on applications and reference only.

Apply: 35 or via email:

recruitment.officer@act.gov.au

CC: 148-9042-17176

Revenue Management**Stamp duties and Taxes, Customer Service Centre****Administrative Service Officer Class 4,
(PN: 5007)**

Salary Range: \$37,499 - \$40,701p.a

Closing Date: 27 September 2001

Canberra

Duties: The occupant of this position will be responsible for assisting the Office Manager with the day to day operation of Customer Service Centre. This includes supervision of staff handling public enquiries about ACT taxes and performing duties relating to the assessment and collection of taxes.

Contact Officer/Selection documentation: Hope Nguyen (0262050346 and is also available from <http://www.act.gov.au/recruitment/tiindex.asp> Please note that applications will not be acknowledged

Apply: 35 or via email:

recruitment.officer@act.gov.au

CC: 148-9042-17176

Appointments

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE**Administrative Service Officer Class 6**

\$45,171 - \$51,888

Barbara Stuart-Harris, 741-19784, Section 68, 13/9/01

CC: 148-9011-16889

ACT COMMUNITY CARE**Administrative Service Officer Class 5**

\$42,287 - \$43,779

Susan Baker: 741-04523, Section 68(1), 29 August 2001

CC: 148-9009-18270

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

Michelle Habermehl: 741-02237, Section 68(1), 30 August 2001

CC: 148-9009-27798

Registered Nurse Level 2 \$43,841 - \$46,611

Bupha Pradith: 740-90133, Section 68(1), 4 September 2001

CC: 148-9009-16857

CHIEF MINISTER'S DEPARTMENT

Administrative Service Officer Class 3,
\$33,644 - \$36,310p.a

Mariam El-Sheik, AGS 757-48750

Section 68 3 September 2001

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

CC: 148-9031-17025

CULTURAL FACILITIES CORPORATION**Administrative Service Officer Class 2,**

\$29,822 - \$33,069

Gareth James Malone: AGS Number 760-74401, Section 68 and 70(1), 3 September 2001

CC: 148-9008-16850

Administrative Service Officer Class 2,

\$29,822 - \$33,069

Susan Jane Webber: AGS Number 771-58834, Section 68 and 70(1), 3 September 2001

CC: 148-9008-16850

Professional Officer Class 1, \$34,994 - \$44,774

Jennifer Louise Forest: AGS Number

766-18704, Section 68 and 70(1),

11 September 2001

CC: 148-9008-16850

EMPLOYMENT (Continued)

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Family Services Worker Level 1
\$37,499 - \$44,349

Rinkje Maria Johanna Boothman: 766-17242,
 Section 68(1), 28 August 2001
 CC: 148-9013-16917

School Assistant 2 \$25,118 - \$27,854

Julie Ann Mercieca: 737-58517, Section 68(1),
 30 August 2001
 CC: 148-9013-16917

Administrative Service Officer 2
\$29,539 - \$32,755

Wendy Susan Anderson: 747-76864, Section
 68(1), 29 August 2001
 CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY

Teacher Band 1 \$49,559

Janice Wain: 719-25799, Section 68(1), 5
 September 2001
 CC: 048-9024-18554

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

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

Kelly Littlejohn: 765-87055, Section 68/70,
 31/8/01
 CC: 148-9012-16909

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

Gerald Kennedy: 747-85357, Section 68/70,
 3/9/01
 CC: 148-9012-16939

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

Eve Kopec: 765-87557, Section 68/70, 3/9/01
 CC: 148-9012-17170

DEPARTMENT OF URBAN SERVICES

Environment ACT

Veterinary Officer Level 3 \$73,238 - \$75,157
 Richard Roe AGS Number 772 37858.
Section 68(1) 03-Sep-01
CC: 148-9028 16937

Transfer

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

Geoffrey William McDonald: 753-52326

From: Senior Officer Grade C \$57,191-61,666
 Department of Urban Services
 To: Senior Officer Grade C \$57,191-61,666
 Housing Policy and Planning, Department of
 Health, Housing and Community Care, Canberra
 (PN. 29739) (Gazette No. 14, 5 April 2001)
 CC: 148-9011-17913

CHIEF MINISTER'S DEPARTMENT

Deemed Transfer

R. Donnelly AGS No 739-70075

From: Executive Level 2, \$69,465 - \$81,412p.a
 From: Department of Communications,
 Information Technology and the Arts
 To: Senior Officer Grade B, (Manager Level 1),
 \$79,587p.a
 (PN: 55769)
 Budget and Planning, ACT Information Services,
 Chief Minister's Department
 14 June 2010

Note: This transfer is made as an appointment
 under section 115(6) of the Public Sector
 Management Act 1994 and is a deemed
 transfer.

CC: 148-9031-19558

Transfer

R. J. Shaw AGS No AGS: 311-29704

From: Senior Officer Grade A
 From: Department of Justice and Community
 Services
 To: Senior Officer Grade A, (PN: 14514)
 Manager, HR and Corporate Support, The
 InTACT Group, Chief Minister's Department
 5 July 2001

CC: 148-9043-17177

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Gloria Janice Williams: 608-08159

From: Professional Officer Class 2
 \$45,171 - \$51,888
 ACT Community Care
 To: Professional Officer Class 2
 \$45,171 - \$51,888
 Child Protection Services, Department of
 Education and Community Services, Canberra
 (PN. 10414) (30, 26 July 2001)
 CC: 148-9013-16917

DEPARTMENT OF URBAN SERVICES

Corporate Group

Human Resources-Learning and Development
Patrick McGinlay AGS Number 736 71059.

From: EL 1 \$60,202 - \$68,838.

Australian National Audit Office

To: †Senior Officer Grade C

\$57,191 - \$61,666.

Position Number 10616

Note: This transfer is made as an appointment
 under Section 115 of the Public Sector
 Management Act 1994 and is a deemed transfer
 on reduction.

CC: 148-9017 16954

EMPLOYMENT (Continued)

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.

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

EMPLOYMENT (Continued)

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 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

EMPLOYMENT (Continued)

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. 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

EMPLOYMENT (Continued)

particularly interested in the views of referees who can give well-founded comments comparing two or more of the parties. You are not limited to nominating your supervisors for referee comments (and indeed you may nominate anyone you wish to) but supervisor's opinions are usually perceived as most useful by PACs.

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

B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

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

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

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

An applicant must provide the following details:

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

It is important to provide details to support your claim of patronage, favouritism, unlawful discrimination and/or serious defect in the process. A reasonable time will be allowed, after the lodging of an application for review, for the provision of such documentation. However, the grounds for an application for review are required in the initial application.

Before lodging an application for review of a non-appealable promotion, you should:

- (1) consider carefully the basis on which the application is to be made and your reasons for believing that the promotion should be reviewed; and
- (2) obtain feedback from the convener of the selection advisory committee and discuss your concerns with the delegate who made the promotion.

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

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

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

Business Services Bureau

Payroll Services

Karen Melissa Sauer – AGS No. 608-10531

From: Administrative Service Officer Class 3, \$33,644 - \$36,310
Department of Health, Housing and Community Care,

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

Payroll Services,
Business Service Bureau
Department of Health, Housing and Community Care Canberra, Position No. 20018
Gazette No. 25, 21 June 2001

THE CANBERRA HOSPITAL

Pathology Services

Core Laboratory

Rosalba Sipponen: 607-97250

From: Administrative Service Officer Class 2
\$28,760 - \$31,892

Pathology, Core Laboratory
To: Administrative Service Officer Class 3
\$32,758 - \$35,353

Pathology Services, Core Laboratory, Canberra (PN. 22941) (2.8.01)
CC: (3149)

Human Resource Management Group

Case Management and OH&S

Daniel Arcus: 747-04959

From: Administrative Service Officer Class 4
\$36,510 - \$39,641

Case Management and OH&S
To: Administrative Service Officer Class 5
\$40,723 - \$43,180

Case Management and OH&S Canberra (PN. 42160) (2.8.01)
CC: (3134)

CALVARY HEALTH CARE ACT

Nursing Services

Ward 4W

Amanda Lillie: 608-08116

From: Registered Nurse Level 1
\$34,429 - \$45,890

Calvary Health Care ACT
To: Registered Nurse Level 2 \$46,073 - \$48,985
Ward 4W Calvary Health Care ACT, Canberra (PN. 8230) (28/12/01)
CC: 148-9094-17781

EMPLOYMENT (Continued)**Nursing Services****Ward 4W****Vicki Matthews: 260-83203**

From: Registered Nurse Level 1

\$34,429 - \$45,890

Calvary Health Care ACT

To: Registered Nurse Level 2 \$46,073 - \$48,985

Ward 4W Calvary Health Care ACT, Canberra

(PN. 8780) (28/12/01)

Note: This is an identical position to 8230

CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT**A. F. Ainsworth AGS No: 735-14707**

From: Administrative Service Officer Class 5,

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

Community Liaison, Chief Minister's Department

To: Administrative Service Officer Class 6,

\$45,171 - \$51,888p.a - (PN: 55768)

Channels, Canberra Connect, ACT Information

Services, Chief Minister's Department

14 June 2001

All appeal applications should be addressed to:

Convener of the Appeal Panel

PO Box 749

Civic Square ACT 2608

CC: 148-9031-19558

J. L. Severin AGS No: 735-15216

From: Administrative Service Officer Class 5,

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

Policy Group, Chief Minister's Department

To: Senior Officer Grade C,

\$57,191 - \$61,666p.a

Business ACT, Chief Minister's Department

5 July 2001

CC: 148-9031-17744

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES****Gold Creek School****Mary Elizabeth Beattie: 027-53313**

From: Teacher Level 2 \$58,500

Department of Education and Community

Services

To: † Teacher Level 3 \$59,730 - \$65,730

Gold Creek School, Department of Education

and Community Services, Canberra (PN. 4037)

(No 19, 10 May 2001)

CC: 148-9013-16917

Children's, Youth and Family Services Division**Family Services Branch****Child Protection Services Section****Toni Margaret O'Brien: 766-13647**

From: Professional Officer Class 2

\$45,171 - \$51,888

Department of Education and Community

Services

To: † Senior Professional Officer Grade C

\$57,192 - \$61,666

Child Protection Services Section, Department

of Education and Community Services,

Canberra (PN. 3856) (No 19, 10 May 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

Gazettal, 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**Ross Oakman: 545-66464**

From: Administrative Service Officer Class 3

\$33,644 - \$36,310

Department of Justice and Community Safety

To: Administrative Service Officer Class 4

\$37,499 - \$40,714

ACT Magistrates Court, Childers Street,

Canberra (PN. 43618) (No26/28/6/01)

CC: 148-9012-16939

ACT Corrective Services**Lea Huber: 259-78558**

From: Administrative Service Officer Class 5

\$41,825 - \$44,349

Department of Justice and Community Safety

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

Social Capital Program, Home Detention,

Canberra (PN. 46006) (No 27/5/7/01)

CC: 148-9012-16898

DEPARTMENT OF URBAN SERVICES

In accordance with current Urban Services

E.B.A provisions, appeals against Urban

Service promotions must be lodged at the

personnel counter on Level 1 Annexe Macarthur

House, 12 Wattle Street Lyneham by close of

business on the 7th day after notification in the

Gazette.

Operations Group**City Operations Branch****Road User Services Section****Auditing Subsection****Paul Noonan AGS Number 767 83646**

From: Administrative Service Officer Class 3

\$33,644 - \$36,311

To: Administrative Service Officer Class 4

\$37,499 - \$40,715

PN 3199; Gazette 02-Aug-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

Domenic Trovato AGS Number 517 76503

From: Administrative Service Officer Class 3

\$33,644 - \$36,311

To: Administrative Service Officer Class 4

\$37,499 - \$40,715

PN 20060; Gazette 09-Aug-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

EMPLOYMENT (Continued)**Retirements and dismissals****DEPARTMENT OF URBAN SERVICES****Operations Group****Rodney William Bates**

General Service Officer Level 9
Section 143 of the
Public Sector Management Act
04 July 2001

CC: 148-9029 16940

Troy Anthony Brault

General Service Officer Level 2
Section 143 of the
Public Sector Management Act
04 July 2001

CC: 148-9029 16940

Ronald John Farrawell

General Service Officer Level 9
Section 143 of the
Public Sector Management Act
04 July 2001

CC: 148-9029 16940

David Andrew Johnson

Professional Officer Class 2
Section 143 of the
Public Sector Management Act
04 July 2001

CC: 148-9029 16940

Wayne Lawrence Lemke

Technical Officer Level 4
Section 143 of the
Public Sector Management Act
04 July 2001

CC: 148-9029 16940

Ian Grant McArthur

Senior Professional Officer Grade C
Section 143 of the
Public Sector Management Act
04 July 2001

CC: 148-9029 16940

Clifford Christopher Olsen

General Service Officer Level 5
Section 143 of the
Public Sector Management Act
04 July 2001

CC: 148-9029 16940

Garry William Reid

Ranger Grade 1
Section 143 of the
Public Sector Management Act
04 July 2001

CC: 148-9029 16940

Athol Edward Sellars

General Service Officer Level 5
Section 143 of the
Public Sector Management Act
04 July 2001

CC: 148-9029 16940

Alan Stephen Davey

Senior Professional Officer Grade C
Section 143 of the
Public Sector Management Act
06 July 2001

CC: 148-9029 16940

William Edwin Gorden Todkill

General Service Officer Level 5
Section 143 of the
Public Sector Management Act
13 July 2001

CC: 148-9029 16940

David Ronald Ferry

General Service Officer Level 5
Section 143 of the
Public Sector Management Act
29 August 2001

CC: 148-9029 16940

Wayne Gary Meredith

General Service Officer Level 9
Section 143 of the
Public Sector Management Act
29 August 2001

CC: 148-9029 16940

City Management Group**Albert Kevin Nazarczuk**

Technical Officer Level 3
Section 143 of the
Public Sector Management Act
24 August 2001

CC: 148-9019 17040

ACT Public Service Index of addresses

- | | |
|----|---|
| 05 | The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601 |
| 06 | Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601 |
| 07 | Recruitment Officer, Calvary Public Hospital, PO Box 254, Jamison Centre, ACT 2614 |
| 08 | Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901 |
| 09 | Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911 |
| 11 | The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601 |
| 12 | Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901 |
| 13 | Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605 |
| 16 | Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606 |
| 17 | Resource Advisor, Business Services Bureau, Department of Health, Housing and Community Care, PO Box 11, Woden ACT 2606 |
| 18 | The Personnel/ HR Officer, |

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, Housing and Community Care,
GPO Box 825, Canberra City ACT 2601
- 28 Recruitment Officer, Human Services
Unit, Department of Justice and
Community Safety, PO Box 921, Civic
Square ACT 2608
- 30 The Secretary, Milk Authority of the
ACT, GPO Box 1110, Canberra ACT
2601
- 31 The Recruitment Officer, Auditor-
General's Office ACT, PO Box 275
Civic Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226,
Civic Square ACT 2608
- 34 Applications Officer, Urban Services,
GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of
Treasury and Infrastructure, GPO Box
158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer
Community and Health Services
Complaints Commissioner's Office,
GPO Box 1321, Canberra ACT 2601.
- 37 The Recruitment Officer
Faculty of Communication and
Community Services
Canberra Institute of Technology
GPO Box 826
Canberra City ACT 2601

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
S65	5 September	Notification of enactment ~ <i>Statute Law Amendment Act 2001 (No. 2), No. 56 of 2001</i> Notice of commencement ~ <i>legislation act 2001</i> Declaration ~ <i>Witness Protection Act 1996</i>
S67	6 September	Instrument No. 258 of 2001 ~ <i>Payroll Tax Act 1987</i>
S68	7 September	Notice of commencement ~ Race and Sports Bookmaking Act 2001 Regulation No. 31 of 2001 ~ Race and Sports Bookmaking Regulations 2001 Instrument No. 259 of 2001 ~ Races and Sports Bookmaking Act 2001 Instrument No. 260 of 2001 ~ Races and Sports Bookmaking Act 2001 Instrument No. 261 of 2001 ~ Races and Sports Bookmaking Act 2001 Instrument No. 262 of 2001 ~ Races and Sports Bookmaking Act 2001 Instrument No. 263 of 2001 ~ Races and Sports Bookmaking Act 2001 Instrument No. 264 of 2001 ~ Races and Sports Bookmaking Act 2001 Instrument No. 265 of 2001 ~ Races and Sports Bookmaking Act 2001 Instrument No. 266 of 2001 ~ Races and Sports Bookmaking Act 2001 Instrument No. 267 of 2001 ~ Races and Sports Bookmaking Act 2001 Instrument No. 268 of 2001 ~ Races and Sports Bookmaking Act 2001 Instrument No. 269 of 2001 ~ Races and Sports Bookmaking Act 2001 Instrument No. 270 of 2001 ~ Races and Sports Bookmaking Act 2001 Instrument No. 271 of 2001 ~ Races and Sports Bookmaking Act 2001 Instrument No. 272 of 2001 ~ Races and Sports Bookmaking Act 2001 Instrument No. 273 of 2001 ~ Races and Sports Bookmaking Act 2001 Notice of appointment ~ Racing Act 1999, Rodney George Leffers Notice of appointment ~ Racing Act 1999, David William Kibbey Notice of appointment ~ Racing Act 1999, Dennis Pearce Notice of appointment ~ Racing Act 1999, Sandra Joan Peisley Notice of appointment ~ Racing Act 1999, Anna Lennon Notice of appointment ~ Racing Act 1999, Alfred Donald Lussick Notice of appointment ~ Racing Act 1999, Paul Luckie Notice of appointment ~ Racing Act 1999, Neville James Prendergast Notice of appointment ~ Racing Act 1999, Gary Phillip Buchanan

