



Australian Capital Territory

Gazette

No. 38, Thursday 20 September, 2001

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

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

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

Purchasing and Subscriptions

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

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EMPLOYMENT

ACT Public Service

Executive Contracts

Termination

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Anna Lennon
 Executive Director
 Policy and Regulatory
 Section 73 Public Sector Management Act 1994
 31.8.01

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>.

Central Office

Health Strategies and Acute Services Data Management Unit

Senior Officer Grade C \$57,191 - \$61,666
 Canberra (PN. 29506)

Closing Date: 6 October 2001

Duties: Manage Departmental health data collections, meeting strict timelines and national reporting frameworks. Liaise with health information stakeholders. Contribute to health information management working groups. Provide technical support services to data users.

Contact Officer: Oon Ying Chin (02) 6205 0851
 Selection documentation may be obtained from Alison Colebrook (02) 6205 0795

Apply: 23
 CC: 148-9011-16888

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.

EMPLOYMENT (Continued)

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.

Information Management Group

Chief Information Officer

Senior Information Technology Officer A
(Director, Information Management Group)
(PN. 29117)

Closing date: 4th October 2001

The successful applicant will be offered an Australian Workplace Agreement (AWA) which will provide a highly competitive six figure remuneration package, commensurate with qualifications and experience, in addition to full Salary Packaging benefits and a generously funded Superannuation Scheme.

The Canberra Hospital is seeking applications from suitably qualified individuals to fill the position of Director, Information Management Group / Chief Information Officer of The Canberra Hospital.

The successful applicant will provide strategic direction and leadership to the Information Management Group of The Canberra Hospital consisting of:- Information Planning and Projects, Client Services and Medical Records; identify and appropriately respond to the information needs of The Canberra Hospital; ensure that information management services are provided in a cost effective manner consistent with best practice.

Proven management skills and a demonstrated record of achievement in the management of information services at a senior level within a large and diverse organisation would be highly regarded.

Contact officer: Judy Redmond (02) 6244 3270
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580

Apply: 16
CC: (1327)

Medical SMT

Cardiology

Cardiac Technician - Professional Officer Class 1 \$30,669 - \$43,027 Canberra (PN. 21979)

Closing date: 4 October 2001

Duties: Undertake diagnostic tests as ECG, stress tests, holter monitoring, cardiac catheterisation, pacemaker implants and checks, defibrillator checks. Monitor and analyse as required. Advise Senior Specialist of any life – threatening arrhythmias as necessary. Maintain equipment to the highest standard. Maintain files and records. Document procedures and enter onto a computer

database. Assist in training programs as required. Participate in on call roster for cardiac catheter laboratory and pacemaker/defibrillator emergencies.

Eligibility/other requirements: Bachelor of Science or Applied Science or equivalent.

Note: This is a permanent full time position.

Contact Officer: Dr Ian Jeffrey (02) 6244 2178

Selection documentation may be obtained from Human Resource Management Group
(02) 6244 4168

Apply: 16
CC: 1714

Pathology Services

Molecular Pathology

Senior Professional Officer Grade C
\$55,684 - \$60,040, Canberra (PN. 29039)

Closing date: 4 October 2001

Duties: Be responsible for the Program Management of Molecular Pathology. Develop and implement policies relating to delivery of an efficient, high quality service. Participate in the work of the laboratory particularly in the performance of the more complex investigations. Manage and control the staffing resources of the section to ensure effective delivery of services. Control and manage the development of new techniques, review existing methods and introduce new methods as appropriate. Participate in appropriate research and development projects in collaboration with other scientific/medical staff in ACT Pathology and allied institutions.

Eligibility/other requirements: A relevant degree in Science or other approved qualification.

Note: This is a permanent full time position.

Contact Officer: Dr Ian Prosser (02) 6244 2929

Selection documentation may be obtained from Human Resource Management Group
(02) 6244 4168

Apply: 16
CC: 3134

Pathology Services

Pathology Administration

Information Technology Officer Class 2
\$35,353 - \$40,423, Canberra (PN. 29040)

Closing date: 4 October 2001

Duties: Supervise and Co-ordinate the technical and administrative support for the Pathology Laboratory Information System and office automation facilities under the direction of the Senior Systems Administrator. Be responsible for the maintenance and enhancement of existing systems and assist with IT developments and provide support for their implementation. Liaise with vendors and users of the service in relation to ongoing system management and provide advice on a range of information technology issues.

Note: This is a Temporary full time position for twelve months.

Contact Officer: Ian Bull (02) 6244 2826

Selection documentation may be obtained from Human Resource Management Group
(02) 6244 4168

Apply: 16
CC: 3111

EMPLOYMENT (Continued)**Nursing****Surgical SMT/Cardiothoracic Ward**

Registered Nurse Level 2 \$43,711 - \$46,474,
Canberra (PN. 22523 expected vacancy)
Closing date: 4 October 2001

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

Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Registration Board. Minimum of three years recent post registration experience. Minimum of one years experience in Cardiothoracic nursing or holds a relevant post registration qualification.

Note: This is a full-time night duty position.

Contact Officer: Kylie Downes (02) 6244 2751

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

Apply: 16

CC: 1943

ACT COMMUNITY CARE**Integrated Health Care Program****Occupational Therapy Dept****at The Canberra Hospital**

Administrative Service Officer Class 2
\$28,845 - \$31,986, Canberra (PN. 28681
expected vacancy)

Salary packaging with FBT exemption under PBI conditions is available.

Closing date: 4 October 2001

Duties: The successful applicant will be responsible for reception duties and general office administration for the Occupational Therapy Department at The Canberra Hospital. The applicant must have a sound knowledge of computer systems and good communication skills. The applicant will be expected to book outpatient appointments, answer phone queries, input statistical data and run reports, monitor petty cash and ordering and monitoring of supplies.

Contact Officer and Selection Documentation:
Prue Campbell, Manager Occupational Therapy (02) 6244 3286

Apply: 21

CC: 148-9009-17798

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

Registered Nurse Level 2 \$46,073 - \$48,985,
Canberra (PN. 8787)
Closing date: 4 October 2001

Duties: Provide direct holistic care to patients with complex care needs by utilising the nursing process in the form of care maps.

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

Note: 10 hour night duty. TTY 6201 6127

Contact Officer: Rhonda Maher (02) 6201 6166

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

Apply: 07

CC: 148-9094-17781

Nursing Services**Operating Rooms**

Registered Nurse Level 3 \$50,804 - \$55,335,
Canberra (PN. 8788)

Closing date: 4 October 2001

Duties: Provide leadership and be responsible for the co-ordination of total patient care activities within a defined clinical area.

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

Note: TTY 6201 6127

Contact Officer: Rhonda Maher (02) 6201 6166

Selection documentation may be obtained from Jan Smith (02) 62016160

Apply: 07

CC: 148-9094-17781

Nursing Services**Nursing Administration**

Calvary Administrative Officer 3

\$32,855 - \$35,458, Canberra (PN. 8029)

Closing date: 4 October 2001

Duties: Provide a range of administrative support for the Director, Nursing Services.

Provide reception and liaison service for staff seeking the Director or other staff within

Nursing Administration. Draft and prepare

routine correspondence and arrange meetings

Eligibility/other requirements:

Note: TTY 6201 6127

Contact Officer: Ms Heather Austin

(02) 6201 6594

Selection documentation may be obtained from Ms Heather Austin (02) 6201 6594

Apply: 07

CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT**Corporate Finance****Administrative Service Officer Class 3****(expected vacancy)**

Position No: 11650

Salary Range: \$33,644 - \$36,310p.a

Applications closes on 4 October 2001.

Duties: Enter and approve accounts payable, purchase orders, undertake payment runs.

Raise accounts receivable, follow-up debtors and receipt banking. Prepare monthly debtors reconciliation and aging report.

Contact Office: Yuliani Tan on (02) 6207 7450

Selection Documentation Carmen Cassar on

(02)62050610 and is also available from

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

Apply 06

CC: 148-9031-17429

ACT INSURANCE AUTHORITY**Senior Officer Grade C, (PN: 4729)**

Salary Range: \$57,191 - \$65,888p.a

Applications closes on 4 October 2001.

Duties: As Insurance Manager be responsible for the underwriting of insurance risks and monitoring and performance evaluation of claims assessment facilities. Provide advice to the General Manager and the board as required on underwriting and claims issues.

EMPLOYMENT (Continued)

Note: For specialist skills a higher salary may be negotiated by an Australian Workplace Agreement

Contact Officer: Peter Matthews on (02) 6207 0268

Selection Documentation: Carol Wall on (02) 6207 0184 and is also available from <http://www.act.gov.au/recruitment/tiindex.asp>

Apply 35

CC: 148-9031-17253

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

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

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

Professional Officer Class 2 \$45,171 - \$51,888, Canberra (PN. 4245)

Closing date: 4 October 2001

Duties: To provide to children and families afterhours direct statutory services, which are consistent with Family Services child protection and substitute care policies, procedures and practices, and which are culturally appropriate. Eligibility/other requirements: Eligibility for full membership of the Australian Association of Social Workers or registration with the Psychologist's Board (ACT) or state equivalent. Note: This is a permanent part time position at 23 hours per week.

Contact Officer: Deborah Winkler (02) 6207 1075

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

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

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

Professional Officer Class 2 \$45,171 - \$51,888, Canberra (PN.10413, expected vacancy)

Closing date: 4 October 2001

Duties: To provide to children and families afterhours direct statutory services, which are consistent with Family Services child protection and substitute care policies, procedures and practices, and which are culturally appropriate.

Eligibility/other requirements: Eligibility for full membership of the Australian Association of **Social Workers or registration with the Psychologist's Board (ACT) or state equivalent.** Note: This is a permanent part time position at 23 hours per week.

Contact Officer: Deborah Winkler (02) 6207 1075

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

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Sport and Corporate Resources Division Information Management Branch**Information Technology Support Section**

Administrative Service Officer Class 4 \$37,499 - \$40,714, Canberra (PN. 11415, expected vacancy)

Closing date: 4 October 2001

Duties: Provide telephone assistance to users of computer systems throughout the Department, including the resolution of faults and/or referring faults to appropriate areas for resolution.

Contact Officer: Ian Carruthers (02) 6205 5490

Selection documentation may be obtained from Robert Schaidreiter (02) 6205,5484

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****Purchasing/New Apprenticeships and Innovations Section**

Administrative Service Officer Class 3

\$33,644 - \$36,310, Canberra (PN. 2408)

Closing date: 4 October 2001

Duties: Compile and collate statistical information concerning vocational education and training delivery in the ACT. Provide financial and administration support to the finance, purchasing and industry liaison functions of the office. Answer enquiries from clients and the public on matters relating to vocational education and training systems.

Contact Officer: Jan Darby (02) 6205 7035

Selection documentation may be obtained from the Contact Officer (02) 6205 7305

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****Purchasing/New Apprenticeships and Innovations Section**

Administrative Service Officer Class 3

\$33,644 - \$36,310, Canberra (PN. 2409)

Closing date: 4 October 2001

Duties: Compile and collate statistical information concerning vocational education and training delivery in the ACT. Provide financial and administration support to the industry liaison functions of the office. Answer enquiries from clients and the public on matters relating to vocational education and training systems, apprenticeships and traineeships.

EMPLOYMENT (Continued)

Contact Officer: Jan Darby (02) 6205 7035
 Selection documentation may be obtained from
 the Contact Officer (02) 6205 7305
 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

**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
Belconnen Remand Centre
Personal Assistant**

Administrative Service Officer Class 3
 \$33,644 – \$36,310, Canberra (PN. 14161)
 Closing date: 4 October 2001
 Duties: Provide assistance and administrative
 support to the Superintendent, including:
 maintain diary, record minutes of meetings,
 prepare routine correspondence, provide high
 level word processing support and undertake
 research tasks as directed. Arrange meetings,
 appointment and travel for the Superintendent.
 Provide assistance and relief to other
 administrative positions, including the
 preparation of rosters and assisting the Deputy
 Superintendent with organising and monitoring
 Custodial Officer training.
 Eligibility/other requirements: Shorthand or
 dictaphone experience would be an advantage.
 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
Community Corrections
Probation and Parole Unit
Case Managers – ATSI Identified Position**

Administrative Service Officer Class 5
 \$41,825 – \$44,349, Canberra
 (PN. 46199, 46200)
 Closing date: 4 October 2001
 Duties: Within the context of maximising
 community safety, the successful applicants
 will be responsible for providing complex
 correctional assessments and intervention
 plans addressing the criminogenic risk/need
 factors of individual offenders and provide
 reports to courts, releasing authorities and
 stakeholders.
 This position requires the case management of
 offenders subject to community based orders to
 address criminogenic risk/need factors, the

implementation of correctional intervention
 strategies and evaluation of outcomes.
 Applicants will be required to have well
 developed inter-personal skills, an ability to
 resolve conflict and written skills of a high
 standard.
 Eligibility/other requirements: Aboriginality is
 considered essential (Section 42,
 Discrimination Act 1991). Relevant tertiary
 qualifications in psychology or other related
 fields such as social work, social sciences,
 social welfare would be an advantage. The
 successful candidate/s will be
 required to undergo a criminal record check.
 Contact Officer: Naomi Buick (02) 6207 0860
 Selection documentation may be obtained from
 Jeanette Barnes (02) 6207 0853
 Apply: 28
 CC: 148-9012-16898

**Registrar - General's Office
Customer Service Officer**

Administrative Service Officer Class 2
 \$29,539 – \$32,755, Canberra (PN. Various)
 Closing date: 4 October 2001
 Duties: Provide service and advice to
 customers of the Registrar-General's Office.
 Act as a cashier as per relevant guidelines and
 administrative procedures. Examine, enter,
 update and extract information from record
 management systems. Perform a range of
 administrative tasks as directed by the
 manager. Those tasks may include: Opening
 mail, courier duties, scanning, indexing, data
 entry, filing etc.
 Contact Officer: Susan Reece (02) 6207 0453
 Selection documentation may be obtained from
 Simon Mooney (02) 6207 0452
 Apply: 28
 CC: 148-9012-17189

**Registrar-General's Office
Customer Service/Registration Officer**

Administrative Service Officer Class 4
 \$37,499 – \$40,714, Canberra (PN. 42545)
 Closing date: 4 October 2001
 Duties: Provide service and advice to customer
 of the Registrar-General's Office. Examine,
 enter, update, extract and authorise information
 from records management systems. Undertake
 the responsibility of supervisor, which requires
 the management of and training/development of
 other staff. Perform the functions of a Deputy
 Registrar-General and/or officer of the ACT
 Public Service as per relevant legislation,
 policy and procedures. These functions may
 include:

- a) The critical examination of documents
for registration;
- b) Ensuring all transactions comply with
relevant legislation;
- c) Resolving more complex issues for
customers and other staff;
- d) Perform reconciliation of relevant cash
and trust accounts.

Liaises with representatives of government,
 industry and members of the public in various
 contexts.
 Contact Officer: Susan Reece (02) 6207 0453
 Selection documentation may be obtained from
 Simon Mooney (02) 6207 0452
 Apply: 28
 CC: 148-9012-17189

EMPLOYMENT (Continued)**Registrar-General's Office
Business Services Unit**

Administrative Service Officer Class 4
\$37,499 – \$40,714, Canberra (PN. 45888)
Closing date: 4 October 2001

Duties: Formulate and develop training programs to the needs of the Registrar-General's Office. Design and conduct training programs for staff of the Registrar-General's Office. Co-ordinate the drafting of procedure manuals, customer information sheets and policies for all business units of the Registrar-General's office, ensuring compliance with relevant legislation. Develop and maintain a staff induction program. Report frequently to the Registrar-General and managers of the Registrar-General's Office through the Manager, Business Services Unit on training issues. Liaise with representatives of government, industry and members of the public in various contexts.

Contact Officer: Susan Reece (02) 6207 0453
Selection documentation may be obtained from Simon Mooney (02) 6207 0452
Apply: 28
CC: 148-9012-17189

**Registrar-General's Office
Business Services Unit**

Administrative Service Office Class 6
\$45,171 – \$51,888, Canberra (PN. 43637)
Closing date: 4 October 2001

Duties: Provide high level service and advice to customers of the Registrar-General's Office. Perform the functions of an officer of the ACT Public Service as per relevant legislation, policy and procedures. These functions may include:

- a) Financial management
- b) Information Technology Management;
- c) Human Resource Management;
- d) Information and Records Management.

Undertake the responsibility of a manager of a business unit. This would require the officer to supervise, train and develop business unit staff. Liaise with representatives of government, industry and members of the public in various contexts.

Contact Officer: Orlando Cacciotti
(02) 6207 0462
Selection documentation may be obtained from Simon Mooney (02) 6207 0452
Apply: 28
CC: 148-9012-17189

**ACT Corrective Services
Office of the Director
Personal Assistant**

Administrative Service Officer Class 4
\$37,499 – \$40,714, Canberra (PN. 12666)
Closing date: 4 October 2001

Duties: The successful applicant will be required to provide high level management and administrative support to the Director, ACT Corrective Services, including: organise and prioritise the Director's workflow; provide reception and telephone services for the Director's office; maintain diary; record, prepare and distribute minutes of meetings; record, monitor and prepare Ministerial, Cabinet correspondence, reports and submissions. Other duties under direction will be to provide high level word processing services, undertake

research tasks, arrange meetings, appointments and travel for the Director, prepare documentation and maintain files. Eligibility/other requirements: Shorthand would be an advantage.

Contact Officer: Matthew Willis (02) 6205 1754
Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853
Apply: 28
CC: 148-9012-16898

**ACT Corrective Services
Belconnen Remand Centre
Administrative Officer**

Administrative Service Officer Class 3
\$33,644 – \$36,310, Canberra (PN. 11308)
Closing date: 4 October 2001

Duties: The successful applicant will be required to perform the following: provide and receive advice or provide information to clients and the public, maintain a financial data base, prepare correspondence and forms, reconcile detainees' wages/expenses and process payment of allowances to detainees. The successful applicant will also be required to process purchase requests, prepare management statistics, manage fleet requirements and perform the duties of petty cash officer.

Eligibility/other requirements: Current driver's licence.
Contact Officer: Howard Jones (02) 6207 0767
Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853
Apply: 28
CC: 148-9012-16898

DEPARTMENT OF URBAN SERVICES**Environment ACT
Resource Management Section
Information Management Team
Senior Officer Grade C**

\$57,756 - \$62,275

PN 3858

Canberra

Closing Date: 04-Oct-01

Duties

Provide strategic analysis and assessment of emerging information management initiatives, policies and technologies for application within Environment ACT. Lead a team in developing and implementing strategies to enhance the effectiveness of Environment ACT's information management objectives.

Contact Officer: Lorraine Cox (02) 6207 228 or lorraine_cox@act.gov.au

Selection documentation: Glenda Darling (02) 6205 0385 or glenda.darling@act.gov.au
Or from the recruitment home page:

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

Apply Code: 34

CC: 148-9028 17030

EMPLOYMENT (Continued)**Corporate Group
Human Resources Section****Senior Officer Grade C****\$57,191 - \$61,666****PN 4053****Canberra****Closing Date:** 04-Oct-01**Duties:**

Under broad direction, manage, direct and promote the operations of the Career Assistance Unit in line with Urban Services' directions and priorities. Manage the relationships with the contract service providers to ensure terms and conditions of the various contracts are met.

Qualifications/other requirements: A background or qualification in counselling or case management is highly desirable.

Note: Selection for this position may be made on application and referee reports only. Please attach referee reports addressing the selection criteria to your application.

Contact Officer: Peter Devine (02) 6207 6210**Selection documentation:** Don Jackson

(02) 6207 5392

Or from the recruitment home page:

<http://www.act.gov.au/urbanservices/recruit.html>**Apply Code:** 34**CC:** 148-9017 16954**Administrative Officer Class 6****\$45,172-\$51,888****PN 19955****Canberra****Closing Date:** 04-Oct-01**Duties:**

Under general direction, assist in the day-to-day management of the Career Assistance Unit. Undertake case management of excess officers within the Unit, including supervision and job placement.

Note: Selection for this position may be made on application and referee reports only. Please attach referee reports addressing the selection criteria to your application.

Contact Officer: Margaret Royal (02) 620 76104**Selection documentation:** Don Jackson

(02) 6207 5392

Or from the recruitment home page:

<http://www.act.gov.au/urbanservices/recruit.html>**Apply Code:** 34**CC:** 148-9017 16954**Workplace Relations Subsection****Senior Officer Grade C****\$57,191 - \$61,666****PN 10461****Canberra****Closing Date:** 04-Oct-01**Duties:**

Under broad direction, as Assistant Workplace Relations Manager, assist the Workplace Relations Manager in the day to day management of the Unit including service delivery and supervision of staff. Provide strategic advice and support to all Urban Services Business Units in regard to meeting

their legal obligations under all relevant employment and anti-discrimination legislation.

Qualifications/other requirements: High level industrial relations, performance management and EEO/Workplace Diversity experience highly desirable.

Note: Selection for this position may be made on application and referee reports only. Please attach referee reports addressing the selection criteria to your application.

Contact Officer: Peter Devine (02) 620 76210**Selection documentation:** Don Jackson

(02) 6207 5392

Or from the recruitment home page:

<http://www.act.gov.au/urbanservices/recruit.html>**Apply Code:** 34**CC:** 148-9017 16954**Administrative Service Officer Class 6****\$45,171 - \$51,888****PN 22120****Canberra****Closing Date:** 04-Oct-01**Duties:**

Under limited direction, provide advice on, and participate in, negotiation and liaison with other government agencies, organisations and unions to prevent manage industrial disputes.

Research and provide advice to the Manager and Assistant Manager of the Workplace Relations Unit on ACTPS employment issues.

Qualifications/other requirements: Relevant industrial relations/advocacy experience highly desirable.

Note: Selection for this position may be made on application and referee reports only. Please attach referee reports addressing the selection criteria to your application.

Contact Officer: Jenny Eccles (02) 6207 5506**Selection documentation:** Don Jackson

(02) 6207 5392

Or from the recruitment home page:

<http://www.act.gov.au/urbanservices/recruit.html>**Apply Code:** 34**CC:** 148-9017 16954**City Management Group****Roads ACT Branch****Business Support Section****Administrative Service Officer Class 2****\$29,539 - \$32,755****PN 27038****Canberra****Closing Date:** 04-Oct-01**Duties**

Manage the inquiries/complaints line for Roads ACT. Maintain and update customer response database. Roads ACT is looking for a dynamic person to provide a high level customer service to clients. The successful applicant should have experience in a frontline customer support area and must possess good oral and written communication skills and be able to deal with a wide diversity of clients.

Qualifications/other requirements: Current drivers' licence essential.

Contact Officer and Selection documentation:

EMPLOYMENT (Continued)

Laurie Mercieca (02) 6207 6597or
laurie.mercieca@act.gov.au
 Or from the recruitment home page:
[http://www.act.gov.au/urbanservices/
 recruit.html](http://www.act.gov.au/urbanservices/recruit.html)

Apply Code: 34
CC: 148-9019 17040

Operations Group
City Operations Branch
Road User Services Section
Budget and Finance Subsection
Administrative Service Officer Class 4
\$37,499 - \$40,715

PN 16676
Canberra
Closing Date: 04-Oct-01

Duties

Under general direction, reconcile the Territorial and Trust accounts and assist the Banking Officer. Maintain Debtors and Creditors, reconcile on a monthly basis. Prepare and process journals..

Contact Officer: Fabiola Casadei
 (02) 620 75814 or fabiola.cadadei@act.gov.au
Selection documentation: Helen Williams
 (02) 6207 7033 or helen.williams@act.gov.au

Or from the recruitment home page:
[http://www.act.gov.au/urbanservices/
 recruit.html](http://www.act.gov.au/urbanservices/recruit.html)

Apply Code: 34
CC: 148-9015 17013

Operations Group
Information Planning and Services Branch
ACT Library and Information Services Section
Administrative Service Officer Class 3
\$33,644 - \$36,311

PN 46116
Canberra
Closing Date: 04-Oct-01

Duties

Under general direction: Assist in the management of day to day operations of library facilities including:

- co-ordination of minor repairs and maintenance;
- liaison with trades persons
- adherence to risk management protocols;
- compliance with OH&S policies; and
- security
- assist in the management of facility operations etc
- assist in the maintenance of customer facility rosters
- assist in the collection, maintenance and dissemination of statistics

Qualifications/Other requirements

Eligibility for Library Technicians membership of the Australian Library and Information Association or equivalent. A certificate or diploma in library studies and /or relevant work experience in a library is highly desirable. Applicants without relevant qualifications are unlikely to be shortlisted for interview

Additional Information

Occupant of this position will be required to work weekends, public holidays, evening shifts at any site on an "as needs basis" and undertake tasks of a physical repetitive nature requiring lifting, pushing, bending, arm wrist movements eg pushing trolleys and shelving materials.

Contact Officer: Annette Rennie (02) 6207 5701
 or annette.rennie@act.gov.au

Selection documentation: Judy Franklin
 (02) 6205 9000 or judy.franklin@act.gov.au
 Or from the recruitment home page:
[http://www.act.gov.au/urbanservices/
 recruit.html](http://www.act.gov.au/urbanservices/recruit.html)

Apply Code: 34
CC: 148-9037 17018

Appointments

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE**ACT Housing**

Administrative Service Officer Class 6
 \$45,172-\$51,888
 Joanna Treacy AGS Number 772 37962.

Section 68(1) 10-Sep-01
CC: 148-9021 16944

Administrative Service Officer Class 6
 \$45,172-\$51,888

Anne Edwards AGS Number 772 37954.
Section 68(1) 10-Sep-01
CC: 148-9021 16944

ACT COMMUNITY CARE**Professional Officer Class 1 \$30,761 - \$43,155**

Ann Finlay: 761-24026, Section 68(1) 3
 September 2001
CC: 148-9009-17798

Enrolled Nurse \$ 30,268 - \$32,485

Jane Paget: 741-01189, Section 68(1) 3
 September 2001
CC: 148-9009-17798

General Service Officer Level 3**\$26,563 - \$27,469**

Simon Burns: 741-00370, Section 68(1), 10
 September 2001
CC: 148-9009-18269

Professional Officer Class 2 \$44,111 - \$49,298

Helen Matthews: 741-04355, Section 68(1), 7
 September 2001
CC: 148-9009-17798

CHIEF MINISTER'S DEPARTMENT

Senior Officer Grade C, \$57,191 - \$61,666p.a
 Suzanne Margaret Robbie, AGS 757-49649
 Section 68 10 September 2001

Office of Multicultural and Community Affairs,
 Chief Minister's Department
CC: 148-9031-17025

CULTURAL FACILITIES CORPORATION**Professional Officer Class 1, \$34,994 - \$44,774**

Jennifer Marie Storer: AGS Number 753-79510,
 Section 68 and 70(1), 17 September 2001
CC: 148-9008-16850

EMPLOYMENT (Continued)

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

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

Gabrielle Anne Thomson: 766-17672, Section 68(1), 4 September 2001
 CC: 148-9013-16917

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

Cassandra Ingram: 755-81284, Section 68(1), 7 September 2001
 CC: 148-9013-16917

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

Jacob Marsden Collins: 747-77138, Section 68(1), 7 September 2001
 CC: 148-9013-16917

Building Services Officer 2 \$27,344 - \$28,598

Joseph Pius Abela: 755-68522, Section 68(1), 11 September 2001
 CC: 148-9013-16917

Building Services Officer 1 \$26,313 - \$27,344

Phillip John Morton: 751-76342, Section 68(1), 11 September 2001
 CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY

Administrative Services Officer Class 2 \$31,300

Catherine Lesley Danes: 744-92220, Section 68(1), 14 September 2001
 CC: 048-9024-18554

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Service Officer Class 2
\$29,539 – \$32,755

Sarah Hanily: 747-86157, Section 68/70, 11/9/01
 CC: 148-9012-16939

Administrative Service Officer Class 2
\$29,539 – \$32,755

Simon Butt: 767-83654, Section 68/70, 24/9/01
 CC: 148-9012-17170

Transfer

DEPARTMENT OF URBAN SERVICES

City Management Group
Roads ACT

Paul Udovisi AGS Number 753 82752

From: APS 5 \$43,169 - \$46,625.

Australian Communications Authority

To: Administrative Service Officer Class 5
 \$41,825 - \$44,349.

Position Number 27036

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: 148-9019 17040

John Powell AGS Number 761 89217

From: EL 1 \$62,686 - \$67,506.

Department of Employment, Workplace Relations and Small Business

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

Position Number 23565

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: 148-9019 17040

Kevin Schofield AGS Number 701 41853

From: General Service Officer Level 10
 \$46,039 - \$51,192.

Totalcare

To: Professional Officer Class 2
 \$45,172 - \$50,482.

Position Number 27730

Note: This is a transfer on reduction.

CC: 148-9019 17040

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'.

EMPLOYMENT (Continued)

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 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:

EMPLOYMENT (Continued)

* 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 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

EMPLOYMENT (Continued)

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 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:

EMPLOYMENT (Continued)

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

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

An applicant must provide the following details:

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

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

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

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

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

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

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

THE CANBERRA HOSPITAL**Nursing Branch****Emergency****Denise Vaughan: 747-06209**

From: Registered Nurse Level 1
\$32,664 - \$42,332
The Canberra Hospital

To: Registered Nurse Level 2 \$43,711 - \$46,474
Emergency The Canberra Hospital, Canberra
(PN. 25538) (2/8/01)
CC: 1612

Medical SMT**Radiation Oncology****Susan Patricia Sutton: 748-80397**

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

To: Administrative Service Officer Class 3

\$32,758 - \$35,353

Medical SMT, Radiation Oncology, Canberra
(PN 24522) (16.08.01)
(1723)

Corporate Services**Hotel Services****David Laws: 260-18014**

From: Health Service Officer Level 3

\$26,406 - \$27,347

Hotel Services

To: Health Service Officer Level 4

\$27,306 - \$28,401

Corporate Services, Hotel Services, Canberra

(PN 20569) (19.07.01)

(1353)

Corporate Services**Hotel Services****Stephen Brian Saker: 260-68951**

From: Health Service Officer Level 3

\$26,406 - \$27,347

Hotel Services

To: Health Service Officer Level 4

\$27,306 - \$28,401

Corporate Services, Hotel Services, Canberra

(PN 20571) (19.07.01)

(1353)

Corporate Services**Hotel Services****Philavanh BounPheng: 260-84097**

From: Health Service Officer Level 3

\$26,406 - \$27,347

Hotel Services

To: Health Service Officer Level 4

\$27,306 - \$28,401

Corporate Services, Hotel Services, Canberra

(PN 20576) (19.07.01)

(1353)

CHIEF MINISTER'S DEPARTMENT**C. N. Dupe AGS No: 760-74233**

From: Administrative Service Officer Class 2,

\$29,822 - \$33,069p.a

Cultural Facilities Corporation

To: Administrative Service Officer Class 5,

\$41,825 - \$44,349p.a (PN: 14362)

The InTACT Group, Chief Minister's Department

5 July 2001

All appeal applications should be addressed to:

Convener of the Appeal Panel

PO Box 749

Civic Square ACT 2608

CC: 148-9043-17177

EMPLOYMENT (Continued)

CULTURAL FACILITIES CORPORATION

**Canberra Theatre Centre
Operations Section
Bruce Carmichael: AGS Number 254-82958**
From: Administrative Service Officer Class 6,
\$45,604 - \$52,385
Canberra Theatre Centre
To: Senior Officer Grade C, \$57,740 - \$62,257
Operations Section, Canberra Theatre Centre,
Canberra (PN. 008) (PS 31, 2 August 2001)
CC: 148-9008-16850

**Canberra Theatre Centre
Operations Section
Megan Jeffress: AGS Number 254-83184**
From: Administrative Service Officer Class 3,
\$33,967 - \$36,658
Canberra Theatre Centre
To: Administrative Service Officer Class 4,
\$37,858 - \$41,105
Operations Section, Canberra Theatre Centre,
Canberra (PN. 010) (PS 31, 2 August 2001)
CC: 148-9008-16850

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

**Sport and Corporate Resources Division
Information Management Branch
On-line Services Section
Coralie Daniels: 027-54308**
From: Teacher Level 1 \$34,600 - \$52,000
Department of Education and Community
Services
To: + Senior Officer Grade C \$57,192 - \$61,666
On-line Services Section, Department of
Education and Community Services, Canberra
(PN. 2017) (No. 31, 2 August, 2001)
CC: 148-9013-16917

**Sport and Corporate Resources Division
Budget and Facilities Branch
Financial Services Section
Mark Scanes: 739-84370**
From: Auditor Band 1 \$44,900
ACT Auditor-General's Office
To: + Senior Professional Officer Grade C
\$57,192 - \$61,666
Financial Services Section, Department of
Education and Community Services, Canberra
(PN. 13361) (No.30, 26 July, 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 Corrective Services
John Hinchey: 537-03308**
From: Administrative Service Officer Class 6
\$45,171 - \$51,888
Department of Justice and Community Safety
To: Senior Officer Grade C \$57,191 - 61,666

Policy Unit, Canberra (PN. 11209)
(No 48 1/12/1999)
Note: This promotion is made in accordance
with Part B.2, clause 44 of the Department of
Justice and Community Safety Certified
Agreement 2000-2002
CC: 148-9012-16898

**ACT Corrective Services
Youth Justice Services
Anthony (Tony) Day: 739-68661**
From: Administrative Service Officer Class 4
\$37,499 - \$40,714
Department of Justice and Community Safety
To: Administrative Service Officer Class 5
\$41,825 - \$44,349
Youth Justice Services, Camber Detention
Centre Canberra (PN. 3292) (No 26 28/6/01)
CC: 148-9012-16898

**ACT Corrective Services
Mark Bennett: 737-58023**
From: Administrative Service Officer Class 5
\$41,825 - \$44,349
Department of Justice and Community Safety
To: Administrative Service Officer Class 6
\$45,171 - \$51,888
Operations Support, Canberra (PN. 43743) (No
22 31/5/01)
CC: 148-9012-16898

EMERGENCY SERVICES BUREAU

**Corporate Services
Human Resources
Tina Angel: 713-00983**
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
Human Resources, Department of Justice and
Community Safety,
Canberra (PN. 3824) (No.213, 15/3/01)
CC 148-9007-16846

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.

**City Management Group
Roads ACT Branch
Asset Maintenance Section
Laura Sa AGS Number 735 62004**
From Professional Officer Class 1
\$32,856 - \$45,240
Totalcare
To: Professional Officer Class 2
\$45,172 - \$50,482
PN 27798; Gazette 05-Jul-01
Note: This position was advertised as several.
In accordance with current EBA provisions,
appeals must be received at the Personnel
counter on Level 1 Annexe Macarthur House 12
Wattle Street Lyneham by close of business on
the 7th day after notification in the Gazette.
CC: 148-9019 17040

EMPLOYMENT (Continued)

**Operations Group
ACT Procurement Solutions Branch
Business Support Section**

Ian Dunn AGS Number 254 98335

From Senior Officer Grade C

\$56,819 - \$61,165

To: †Senior Officer Grade B

\$66,899-\$75,147

PN 18890; Gazette 05-Jul-01

CC: 148-9015 20686

**Planning and Land Management Group
Development Management Branch
Development Assessment Section**

Paul Lees AGS Number 735 60172

From Senior Officer Grade B

\$67,576 - \$76,073

To: †Senior Officer Grade A

\$78,482

PN 869; Gazette 19-Oct-00

CC: 148-9020 17776

Graham Sandeman AGS Number 757 52215

From Administrative Service Officer Class 4

\$37,499 - \$40,715

To: Administrative Service Officer Class 6

\$45,172 - \$51,888

PN 3105; Gazette 12-Apr-01

Note: This position was advertised as several.

This promotion was made by a unanimous

decision of an internal Joint Selection

Committee established in accordance with

current EBA provisions and is not appellable.

CC: 148-9020 17776

Compliance Section

Benjamin Walker AGS Number 757 53541

From Administrative Service Officer Class 3

\$33,644 - \$36,311

To: Administrative Service Officer Class 5

\$41,825 - \$44,349

PN 15219; Gazette 12-Apr-01

Note: This position was advertised as several.

This promotion was made by a unanimous

decision of an internal Joint Selection

Committee established in accordance with

current EBA provisions and is not appellable.

CC: 148-9020 17776

Land Management Section

Michael Britton AGS Number 736 38822

From Administrative Service Officer Class 3

\$33,644 - \$36,311

To: Administrative Service Officer Class 5

\$41,825 - \$44,349

PN 15103; Gazette 12-Apr-01

Note: This position was advertised as several.

This promotion was made by a unanimous

decision of an internal Joint Selection

Committee established in accordance with

current EBA provisions and is not appellable.

CC: 148-9020 17776

LAPAC Sales and Services Section

Alvin Lukban AGS Number 545 61508

From Administrative Service Officer Class 4

\$37,499 - \$40,715

To: Administrative Service Officer Class 5

\$41,825 - \$44,349

PN 13739; Gazette 12-Apr-01

Note: This position was advertised as several.

This promotion was made by a unanimous

decision of an internal Joint Selection

Committee established in accordance with

current EBA provisions and is not appellable.

CC: 148-9020 17776

**Land Information and Building Services Branch
ACT Building Electrical and Plumbing Control
Section**

Belinda Manning AGS Number 608 14460

From Dental Assistant

\$25,763 - \$32,333

Department of Health, Housing and Community
Care

To: Administrative Service Officer Class 3

\$33,644 - \$36,311

PN 15628; Gazette 14-Jun-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: 148-9020 17031

DEPARTMENT OF TREASURY

E. J. Cachia AGS No: 545-62332

From: Administrative Service Officer Class 3,

\$33,644 - \$36,310p.a

ACT Department of Treasury

To: Administrative Service Officer Class 5,

\$41,825 - \$44,349p.a (PN: 3827)

Taxation Services, Revenue Management, ACT

Department of Treasury

2 August 2001

All appeal applications should be addressed to:

Convener of the Appeal Panel

PO Box 749

Civic Square ACT 2608

CC: 148-9042-17176

Retirements and dismissals

DEPARTMENT OF URBAN SERVICES

City Management Group

Harry Ward

Technical Officer Level 3

Section 143 of the *Public Sector Management*

Act

07 September 2001

CC: 148-9019 17278

Robyn Jennifer Ryan

Administrative Service Officer Class 3

Section 143 of the *Public Sector Management*

Act

05 September 2001

CC: 148-9019 17040

EMPLOYMENT (Continued)

ACT Public Service Index of addresses

05	The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601	36	Recruitment/Executive Officer Community and Health Services Complaints Commissioner's Office, GPO Box 1321, Canberra ACT 2601.
06	Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601	37	The Recruitment Officer Faculty of Communication and Community Services Canberra Institute of Technology GPO Box 826 Canberra City ACT 2601
07	Recruitment Officer, Calvary Public Hospital, PO Box 254, Jamison Centre, ACT 2614		
08	Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901		
09	Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911		
11	The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601		
12	Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901		
13	Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605		
16	Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606		
17	Resource Advisor, Business Services Bureau, Department of Health, Housing and Community Care, PO Box 11, Woden ACT 2606		
18	The Personnel/ HR Officer, ACT Legislative Assembly Secretariat, GPO Box 1020, Canberra ACT 2601		
20	Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611		
21	Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601		
23	Recruitment Officer, Central Office, (Level 2 North Building) Department of Health, Housing and Community Care, GPO Box 825, Canberra City ACT 2601		
28	Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608		
30	The Secretary, Milk Authority of the ACT, GPO Box 1110, Canberra ACT 2601		
31	The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608		
32	Canberra Theatre Trust, PO Box 226, Civic Square ACT 2608		
34	Applications Officer, Urban Services, GPO Box 158, Canberra ACT 2601		
35	Recruitment Officer, Department of Treasury and Infrastructure, GPO Box 158, Canberra ACT 2601.		

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
S66	10 September	<p>Notice of enactment ~ <i>Legislative Assembly (Members' Staff) Amendment Act 2001, No. 57 of 2001; Community Title Act 2001, No. 58 of 2001; Road Transport (Safety and Traffic Management) Amendment Act 2001 (No. 2), No. 59 of 2001; Bail Amendment Act 2001 (No. 2), No. 60 of 2001; ACTION Authority Act 2001, No. 61 of 2001; Road Transport (Public Passenger Services) Act 2001, No. 62 of 2001; Crimes Legislation Amendment Act 2001, No. 63 of 2001; Criminal Code 2001, No. 64 of 2001; Children and Young People Amendment Act 2001 (No. 2), No. 65 of 2001; Food Act 2001, No. 66 of 2001; Agents Amendment Act 2001, No. 67 of 2001; Tobacco Amendment Act 2001, No. 68 of 2001; Legislative Assembly (Broadcasting) Act 2001, No. 69 of 2001; Classification (Publications, Films and Computer Games) (Enforcement) Amendment Act 2001, No. 72 of 2001; Stock Amendment Act 2001, No. 79 of 2001; Land (Planning and Environment) Amendment Act 2001 (No. 4), No. 80 of 2001; Rehabilitation of Offenders (Interim) Act 2001, No. 82 of 2001; Eggs (Labelling and Sale) Act 2001, No. 83 of 2001; Road Transport (Safety and Traffic Management) Amendment Act 2001 (No. 3), No. 86 of 2001; Building and Construction Industry Training Levy Amendment Act 2001, No. 93 of 2001; Financial Management Amendment Act 2001 (No. 3), No. 95 of 2001</i></p>
S69	11 September	<p>Regulation No. 32 of 2001 ~ <i>Road Transport (Safety and Traffic Management) Regulations Amendment 2001</i></p> <p>Regulation No. 33 of 2001 ~ <i>Workers Compensation Regulations Amendment 2001</i></p> <p>Instrument No. 274 of 2001 ~ <i>Public Place Names Act 1989, Determination To Omit One Street Name In The Division Of City</i></p> <p>Instrument No. 275 of 2001 ~ <i>Public Place Names Act 1989, Determination Of Park Name In The Division Of Watson</i></p> <p>Instrument No. 276 of 2001 ~ <i>Public Place Names Act 1989, Determination Of Park Name In The Division Of Campbell</i></p> <p>Instrument No. 277 of 2001 ~ <i>Radiation Act 1983, Determination Of Fees</i></p> <p>Instrument No. 278 of 2001 ~ <i>Unit Titles Act 1970, Revocation Of Fees</i></p> <p>Instrument No. 279 of 2001 ~ <i>Unit Titles Act 1970, Determination Of Fees</i></p> <p>Instrument No. 280 of 2001 ~ <i>Surveyors Act 2001, Act Survey Practice Directions</i></p> <p>Instrument No. 281 of 2001 ~ <i>Long Service Leave (Building And Construction Industry) Act 1981, Appointment To The Construction Industry Long Service Leave Board, Robert Yeomens</i></p> <p>Instrument No. 282 of 2001 ~ <i>Long Service Leave (Building And Construction Industry) Act 1981, Appointment To The Construction Industry Long Service Leave Board, John Hailey</i></p> <p>Instrument No. 283 of 2001 ~ <i>Long Service Leave (Building And Construction Industry) Act 1981, Appointment To The Construction Industry Long Service</i></p>

GAZETTE INFORMATION (Continued)

Leave Board, John Arthur Haskins

Instrument No. 284 of 2001 ~ *Long Service Leave (Building And Construction Industry) Act 1981*, Appointment To The Construction Industry Long Service Leave Board, Brian O'Reilly

Instrument No. 285 of 2001 ~ *Long Service Leave (Building And Construction Industry) Act 1981*, Appointment To The Construction Industry Long Service Leave Board, George Wason

Notice of Commencement ~ *Utility Networks (Public Safety) Regulations 2001; Supreme Court Amendment Act 2001 (No. 2); Legislative Assembly (Members' Staff) Amendment Act 2001*

Declaration ~ *Occupational Health and Safety Act 1989*, Baulderstone Hornibrook

Notice of Appointment ~ *Transplantation and Anatomy Act 1978*, Designated officers for The Canberra Hospital

Direction ~ *Land (Planning and Environment) Act 1991*, Subsection 37(1)

Notice ~ *Waste Minimisation Act 2001*, Approval of Used Packaging Materials Industry Waste Reduction Plan

Notice ~ *Utilities Act 2000*, Determination of Annual Licence fees, AGL Electricity Ltd

Notice ~ *Utilities Act 2000*, Grant of Licence, AGL Electricity Ltd

Notice ~ Environmental Impact Statement

Notice ~ *Land (Planning and Environment) Act 1991*, Variation to Territory Plan No. 138 entitled Gungahlin Drive Extension.

Notice ~ Draft Variation No. 176 to the territory plan, Bruce central precinct.

Notice ~ Draft Variation No. 189 to the territory plan for city part sections 35 and 56 and stratum block 1 section 78.

Notice ~ Preliminary Assessment, University of Canberra Innovation Centre

Notice ~ *Environment Protection Act 1997*, Notification of hazardous materials

Notice ~ *Environment Protection Act 1997*, Environment Authorisations.

GOVERNMENT NOTICES

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

APPOINTMENT

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

KAREN EGGINS – SOCIAL WORKER

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 11th day of September 2001

RICHARD ANTHONY CLARKE
EXECUTIVE DIRECTOR
MENTAL HEALTH SERVICES

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

Mental Health (Treatment and Care) Act 1994

APPOINTMENT OF MENTAL HEALTH OFFICERS

EXPLANATORY STATEMENT

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

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

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

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



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