



Australian Capital Territory

Gazette

No. 42. Thursday 18 October, 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.

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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

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 Strategy and Acute Services Health Economics

Senior Officer Grade B, \$67,756 - \$76,073, Canberra (PN. 21699)

Closing date: 1 November 2001

Duties: Manage the Health Economics Unit which using evidence based-decision making is responsible for the hospital based casemix classification, costing tools and for the ACT's input to initiatives at the National level.

Contact Officer: Ms Susan Killion
(02) 6205 0878

Selection documentation may be obtained from Ms Alison Colebrook on (02) 6205 0795

Apply: 23

CC: 148-9011-16888

Central Office Health Strategy and Acute Services Data Management Unit

Senior Officer Grade B, \$67,756 - \$76,073, Canberra (PN. 24758)

Closing date: 1 November 2001

Duties: Lead a specialist team of staff in the management of multiple hospital data collections, primarily consisting of admitted patient care, elective surgery waiting times, emergency department and mental health care.

Contact Officer: Ms Susan Killion
(02) 6205 0878

Selection documentation may be obtained from Ms Alison Colebrook on (02) 6205 0795

Apply: 23

CC: 148-9011-16888

Population Health Division Health Protection Service ACT Government Analytical Laboratory Toxicology and Forensic Chemistry

Professional Officer Class 2,
\$45,171 - \$50,482, Canberra (PN. 26163)

Closing date: 1 November 2001

Duties: Under limited direction, perform analytical investigations of toxicological and forensic evidence samples and prepare associated reports. Undertake more involved analysis of body fluids to determine therapeutic drug levels. Assist senior staff in the conduct of more involved analytical investigations.

EMPLOYMENT (Continued)

Eligibility/other requirements: Degree or Diploma in Science or other approved qualification.
 Contact Officer: Dennis Pianca (02) 6205 8732
 Selection documentation may be obtained from Cathie McIntosh (02) 6205 1710
 Apply: 20
 CC: 148-9011-16889

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.

Mental Health Services

Crisis Assessment and Treatment Team

Indigenous Mental Health Worker

Professional Officer Class 1 / 2 or Registered Nurse Level 2 / 3, Canberra (PN. TBA)
 \$30,669 - \$43,027 / \$43,980 - \$49,151 or
 \$43,711 - \$46,474 / \$48,200 - \$51,307

Closing date: 1st November 2001

Duties: The successful applicant will be of Aboriginal or Torres Strait Islander heritage and will possess a demonstrated ability to provide community based assessment and treatment for Indigenous people and their families and carers with moderate to severe mental illness.

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

Note: This is a temporary full time vacancy available to the end of April 2002. This vacancy will be filled at only one of the specified classifications depending on qualifications and experience.

Contact Officer: Merrie Carling (02) 6205 1469
 Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580

Apply: 16

CC: (2233)

Medical SMT

Radiation Oncology

Senior Professional Officer Grade C – Radiation Therapist, \$55,684 - \$60,040, Canberra (PN. 23877)

Closing date: 1 November 2001

Duties: Coordinate activities and supervise staff and students in an area designated by the Chief Radiation Therapist, ensuring the safe, effective and efficient operation of the area. Provide direct clinical services. Provide advice to and assist the Chief Radiation Therapist in the development of policies and procedures, (including QA Programs), ensure implementation of policies and procedures in designated area.

Eligibility/other requirements: Appropriate qualification in radiotherapy resulting in eligibility for ordinary membership of the Australian Institute of Radiography.

Contact Officer: Mr YC Lee (02) 6244 2241

Selection documentation may be obtained from Human resource Management group (02) 6244 2566

Apply: 16

CC: (1723)

Medical SMT

Radiation Oncology

Professional Officer Class 2 \$43,980-\$49,151 Canberra (PN. Expected Vacancy),
 Closing date: 1 November 2001

Duties: Simulate and/or plan cases as initiated by the Radiation Oncologist and perform other simulator, dark room and planning duties.

Administer radiotherapy to patients as prescribed by the Radiation Oncologist and perform other Treatment Area duties.

Eligibility/other requirements: Appropriate qualification in radiotherapy resulting in eligibility for ordinary membership of the Australian Institute of Radiography.

Contact Officer: Mr YC Lee (02) 6244 2241

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

Apply: 16

CC: (1723)

Medical SMT

Radiation Oncology

Professional Officer Class 1
 \$30,669 - \$43,027, Canberra, (PN 28825, 28826, 28827, 21736)

Closing date: 1 November 2001

Duties: Simulate and/or plan cases as initiated by the Radiation Oncologist and perform other simulator, dark room and planning duties.

Administer radiotherapy to patients as prescribed by the Radiation Oncologist and perform other Treatment Area duties.

Eligibility/other requirements: Appropriate qualification in radiotherapy resulting in eligibility for ordinary membership of the Australian Institute of Radiography.

EMPLOYMENT (Continued)

Contact Officer: Mr YC Lee (02) 6244 2241
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2566

Apply: 16
CC: (1723)

**Corporate Services
Facilities Management**

Trades Assistant \$25,410 - \$29,739, Canberra, (PN 28727)

Closing date: 1 November 2001

Duties: Providing assistance to Facilities Management Services Trade Staff. The carrying out of minor repairs not requiring trade skills and qualifications. Assist with the maintenance of the Hydropool and outdoor pools. Maintain the Facilities Management Services cars including cleaning and refuelling. Undertake general cleaning duties of plantrooms and workshops.

Contact Officer: Mr Gary Craigie
(02) 6244 3297

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

Apply: 16
CC: (1381)

ACT COMMUNITY CARE**Disability Program****Disability Support Officer Level -1****Permanent Full Time, Part time & Casual Positions**

(\$27,794 - \$28,907pa)

(Penalty payments increase the base income, salary will be pro rata on hours worked)

Do you want an interesting and stimulating career? By becoming a Disability Support Officer you can provide direct day to day support to people with a wide range of disabilities. Opportunities exist for you to work with both adults and children with disabilities. To be successful you will need to demonstrate your understanding of and ability to promote the valued status of people with disabilities. You will also need to have respect for the individual rights and dignity of people with a disability. If you can demonstrate that you have experience in a similar role or that you have the potential to develop relevant skills, you will be considered for appointment.

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

To obtain an Application Kit please phone

(02) 6205 0971 or it may be downloaded from

www.communitycare.act.gov.au/employment/index.html

Applications Close: 2 November 2001

Apply: 21

CC: 148-9009-16861

Disability Program**Administrative Service Officer Class 2****Permanent part time position - 30 hours per week.**

\$29,159 - \$32,334 per annum

Position number 23702

The disability program is seeking applications for staff to administer the day to day operations of a casual employment register. The casual employment register provides casual disability

support workers to fill vacant shifts in the Accommodation Support Service.

The successful applicant will be required to liaise with accommodation support service staff and external agencies. They will also be responsible for maintaining and updating casual labour staff details and preparing reports. Applicants must be prepared to work between the hours of 8.00am and 7.00pm, seven days per week (penalty rates apply). Applicants must also be able to work as part of a small team and individually. Well developed oral communication skills and experience in using a computerised database essential.

Applications close: 1 November 2001

Contact Officer: Sue Pedder (02) 6205 0889

Selection documentation may be obtained by phoning (02) 6205 0971

Apply: 21

CC: 148-9009-16861

**Community Rehabilitation Program
Community Team**

Professional Officer Class 2,
\$44,111 - \$49,298, Canberra (PN. 23106)

Closing date: 26 October 2001

Duties: An experienced and enthusiastic person is required for this new position in the community multidisciplinary team, to provide social work services for clients and groups in a rehabilitation setting.

Eligibility/other requirements: Degree or Diploma in Social Work, Eligibility for membership of Aust. Assoc. of Social Workers

Contact Officer: Gerda Caunt (02) 6205 1946

Selection documentation may be obtained from

Kristy Fattore (02) 6244 2855

Apply: 21

CC: 148-9009-18269

**Child, Youth & Women's Health Program
Health Promotion****Permanent Part-time 22:03 hours per week**

Administrative Service Officer Class 5

\$40,843 - \$43,309, Canberra (PN. 24849))

Closing date: 1 November 2001

Duties: Child Youth and Women's Health Program is seeking an experienced Health Promotion Officer to work as part of a multi-disciplinary team involved in the delivery of primary health care services for infants, children and their families. The successful applicant will assist in the coordination of health promotion strategies for implementation by program staff and will have skills in health promotion, project implementation and development of resources.

Eligibility/other requirements: Relevant tertiary qualifications and/or experience in health promotion, community development, social sciences, primary health care and/or adult education highly desirable.

Contact Officer: Kathy May (02) 6205 2751

Selection documentation may be obtained from Gayle Harding (02) 6205 1197

Apply: 21

CC: 148-9009-16857

EMPLOYMENT (Continued)**Child, Youth & Women's Health Program Health Promotion**

Administrative Service Officer Class 6 \$44,111 - \$50,670, Canberra (PN. 27404)

Closing date: 1 November 2001

Duties: Child Youth and Women's Health Program is seeking an experienced Health Promotion Officer to work as part of a multi-disciplinary team involved in the delivery of primary health care services for infants, children and their families. The successful applicant will assist in the management and coordination of health promotion strategies for implementation by program staff and will have skills in health promotion, project management and implementation, including evaluation.

Eligibility/other requirements: Relevant tertiary qualifications and/or experience in health promotion, community development, social sciences, primary health care and/or adult education highly desirable.

Contact Officer: Kathy May (02) 6205 2751

Selection documentation may be obtained from Gayle Harding (02) 6205 1197

Apply: 21

CC: 148-9009-16857

Child, Youth & Women's Health Program Health Promotion

Registered Nurse Level 2 \$43,841 - \$46,611, Canberra (PN. 22739)

Closing date: 1 November 2001

Duties: The Child, Youth and Women's Health Program is seeking an experienced Youth Health Nurse to work as part of a multi-disciplinary team in various community settings. The successful applicant will be required to provide direct clinical services including counselling that supports best practice outcomes for youth.

Eligibility/other requirements: Registered with the Nurses Board of the ACT or eligible for registration and holds a current drivers licence. Relevant postgraduate qualifications and demonstrated primary health care nursing skills with specific youth experience.

Contact Officer: Marg Braithwaite (02) 6205 2751

Selection documentation may be obtained from Gayle Harding (02) 6205 1197

Apply: 21

CC: 148-9009-16857

Alcohol & Drug Program Assessment and Coordination Team Aboriginal Liaison Officer

Administrative Service Officer Class 6 \$44,111 - \$50,670

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

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

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

Salary packaging with FBT exemption under PBI conditions is available.

Closing date: 1 November 2001

Alcohol and Drug Program is seeking applications from suitably qualified individuals to fill this newly created position. The successful candidate will be engaged in conducting alcohol and other drug assessments and determining appropriate interventions for clients who have been charged with criminal offences.

The position also has a significant liaison component.

A sound knowledge and understanding of Aboriginal and Torres Strait Islander peoples' societies and cultures and an understanding of the issues affecting Aboriginal and Torres Strait Islander people in contemporary Australian society is an essential aspect of the position. The successful candidate will also be required to demonstrate ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people.

Successful candidates will be required to work in a variety of locations and be on-call as required.

Eligibility: Mandatory qualifications apply to RN2 and PO2 applicants.

Note: This position is for temporary employment for a period of two years.

Contact Officer: Glenda McCarthy (02) 6205 2121

Selection documentation may be obtained from Katrina Gerholt (02) 6205 2121

Apply: 21

CC: 148-9009-16852

Alcohol & Drug Program Assessment and Coordination Team – 1 position

Court Alcohol & Drug Assessment Service – 2 positions

Administrative Service Officer Class 6 \$44,111 - \$50,670

Professional Officer Class 2

\$44,111 - \$49,298

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

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

Salary packaging with FBT exemption under PBI conditions is available.

Closing date: 1 November 2001

Alcohol and Drug Program is seeking applications from suitably qualified individuals to fill these newly created positions. The successful candidates will be engaged in conducting alcohol and other drug assessments and determining appropriate interventions for clients who have been charged with criminal offences. The positions also have a significant liaison component.

Successful candidates will be required to work in a variety of locations and be on-call as required.

Eligibility: Mandatory qualifications apply to RN2 and PO2 applicants.

Note: These positions are for temporary employment for a period of two years.

Contact Officer: Glenda McCarthy (02) 6205 2121

Selection documentation may be obtained from Katrina Gerholt (02) 6205 2121

Apply: 21

CC: 148-9009-16852

CALVARY HEALTH CARE ACT**Medical Services****Medical Imaging**

Calvary Administrative Officer 2

\$28,845 - \$31,987, Canberra (PN. 9047)

Closing date: 1 November 2001

EMPLOYMENT (Continued)

Duties: Under general direction provide a range of administrative support functions, including typing complex reports from dictaphone and provide a reception service for patients attending the department.

Eligibility/other requirements:

Note: Part time 30 hours per fortnight.

Saturday, Sunday and Public Holidays.

TTY 6201 6127

Contact Officer: Peter Pamphilon

(02) 6201 6141

Selection documentation may be obtained from

Peter Pamphilon (02) 6201 6141

Apply: 07

CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

Senior Officer Grade A (CMD Manager), (PN: 55526)

Community Planning Adviser

Salary Range: \$78,481 - \$97,912p.a

Applications close on: 1 November 2001

Duties: The roles of the Community Planning Adviser will be to inform the community on planning processes and mechanisms; the content structure, role and function of the Territory Plan; and the roles and responsibilities of the authorities involved in urban planning and development.

Qualifications: Urban and Regional Planning qualifications.

Note: The successful applicant will be given the option of a Certified Agreement or an Australian Workplace Agreement. The level of remuneration will be negotiated in accordance with the preferred Agreement taking into account the experience and skills of the individual.

A higher salary may be considered, having regard to the calibre of skills and experience of the successful applicant.

Contact: George Tomlins (02) 6207 1702

Selection Documentation: Marilyn Deas (02) 6205 0599 and is also available from www.act.gov.au/recruitment/cmdindex.asp

Apply: 06 or via email:

recruitment.officer@act.gov.au

CC: 148-9031-17884

The InTACT Group

Financial Accountant

Senior Officer Grade B

Corporate Finance Unit

Permanent

Salary \$67,576 - \$76,073

Location: Callam Offices, Woden, Act

Applications Close: 1 November 2001

Applications to be forwarded to:

Recruitment Officer

GPO Box 158

Canberra City ACT 2601

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

This position works directly to the Financial Controller and is responsible for InTACT's corporate financial reporting framework. This includes preparation and management of

annual budget documents, quarterly performance statements, monthly financial statements for internal and external publication, management of InTACT's financial systems and ensuring that InTACT complies with its taxation obligations. The person filling this role will also provide input into InTACT's strategic direction. The occupant will assist InTACT to meet its obligations to government and its customers by providing high level financial management information and financial policy advice to senior managers and developing systems and processes for annual and monthly financial statements.

The person in this role will have excellent technical skills in finance and accounting, strong management, organisational and communication skills with a focus on results. Please note : The terms and conditions of this position may be regulated under an Australian Workplace Agreement, at a higher remuneration package.

Contact Officer's name and number for queries relating to the position Susanna Kiemann on (02) 6207 1228

Contact Officer's name and number for Selection Documentation Nicole Morris on (02) 6207 8922

CC: 148-9043-17177

Information Technology Officer Grade 2, Pn 14286

Backup And Disaster Recovery

Permanent

Salary \$45,171 - \$51,888

Location: Callam Offices, Woden, Act

Close: 1 November 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 dynamic IT professional who will be responsible for the backup regime of all of ACT Government agencies data as per the IT infrastructure backup and disaster strategy. The occupant will be required to ensure that regular testing of backup and disaster strategy occurs and maintains the integrity of all ACT Government agencies' data. Demonstrated ability to develop and undertake change management processes is highly desirable.

The successful applicant will demonstrate abilities in the area of backup and disaster recovery and excellent communication skills, including the ability to write quality reports and site documentation.

It would be advantageous if the occupant has some skills or understanding of Microsoft disciplines such as Exchange, SMS or SQL together with skills in Unix, e-commerce, HTML, XML and WAP technology.

Contact Officer's name and telephone number for queries regarding position: **Peter Henson on (02) 62076972 or via www.intact.act.gov.au**

Selection Documentation may be obtained from Nicole Morris on (02) 6207 8922

CC: 148-9043-17177

EMPLOYMENT (Continued)**The InTACT Group
Administrative Service Officer Class 6
Deputy Manager, Computer Centre
Pn 14282
Permanent****Salary \$45,171 To \$51,888**

Location: Callam Offices, Woden, Act

Applications Close: 1 November 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**

This position is responsible for the facilities management of the Callam and Macarthur House computer installations. It is also responsible for the physical security of both these sites and all InTACT accommodation within Callam Offices. The position is also responsible for equipment installation/deinstallation and site infrastructure planning.

The occupant of this position is required to liaise with staff, clients and vendors in the resolution of faults and outages effecting the Computer Centre environment and building security.

This position is also responsible for developing and maintaining Computer Centre and Physical Security documentation in accordance with ISO9001 standards, liaising with staff and management in the compilation of all associated documentation in preparation for publishing on the InTACT Intranet.

The Facilities Manager is responsible for managing and administering the installation and issue of PKI Digital Certificates to ACTGOV clients. This involves liaising with clients on a one-on-one basis to install the Digital Certificate on their work station ensuring that the correct levels of software is installed and that associated passwords are securely stored. This position is also required to deputise for the Computer Centre Manager when required.

Contact Officer's name and telephone number for queries regarding position**Peter Henson on (02) 6207 6972****Contact Officer for Selection Documentation****Nicole Morris on****(02) 6207 8922****CC: 148-9043-17177****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**

Senior Professional Officer Grade B

\$67,576 - \$76,073, Canberra (PN. 3849)

Closing date: 1 November 2001

Duties: Seeking a dynamic and creative manager to be responsible for regional statutory child protection service delivery. The successful applicant will be highly respected professional, have a thorough understanding of statutory child protection service delivery, and have team building and leadership skills of a high order.

Eligibility/other requirements: A relevant tertiary qualification in social work or psychology.

Eligibility for full membership of the Australian Association of Social Workers or registration with the ACT Psychologist's Registration Board.

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 Rose Nightingale (02) 6207 1382

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**

Senior Professional Officer Grade C

\$57,192 - \$61,666, Canberra (PN. 11565)

Closing date: 1 November 2001

Duties: Seeking a dynamic and experienced professional to undertake complex assessment work. The successful applicant will provide expert advice and assessment to the Children's Court, consult regularly with regional staff and provide mentoring, supervision, training and support to staff.

Eligibility/other requirements: A relevant tertiary qualification in social work or psychology.

Eligibility for full membership of the Australian Association of Social Workers or registration with the ACT Psychologist's Registration Board.

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 Rose Nightingale (02) 6207 1382

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

EMPLOYMENT (Continued)**Children's, Youth and Family Services Division
Family Services Branch****Child Protection Services Section**

Professional Officer Class 2 \$45,171 - \$51,888, Canberra (PN. 12764)

Closing date: 1 November 2001

Duties: To provide support to staff and comprehensive assessment services to children and families which are consistent with Family Services child protection and substitute care policies, procedures and practices, and which are culturally appropriate.

Eligibility/other requirements: A relevant tertiary qualification in social work or psychology.

Eligibility for full membership of the Australian Association of Social Workers or registration with the ACT Psychologist's Registration Board.

Contact Officer: Deborah Winkler

(02) 6207 1382

Selection documentation may be obtained from Rose Nightingale (02) 6207 1382

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**

Senior Family Service Worker (PO2)

\$45,171-\$51,888, Canberra (PN. Various temporary/expected permanent vacancies)

Closing date: 1 November 2001

Duties: Seeking motivated and experienced professionals to undertake statutory child protection work in a regional setting. The successful applicants will also be required to provide consultation, coaching and mentoring to staff and students.

Eligibility/other requirements: The successful applicants will have a tertiary qualification and progression to the fourth increment will require eligibility for membership of the Australian Association of Social Workers or full registration with the ACT Psychology Registration Board or other state equivalent. Experienced professionals may be eligible for part-time positions.

Note: Various temporary/expected permanent vacancies.

Contact Officer: Deborah Winkler

(02) 6207 1382

Selection documentation may be obtained from Rose Nightingale (02) 6207 1382

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**

Family Service Worker Level 1

\$37,499-\$44,349, Canberra (PN. Various permanent/temporary vacancies)

Closing date: 1 November 2001

Duties: These positions provide direct statutory child protection service delivery in a regional settings including liaison and work with government and non-government organisations to ensure high level customer service.

Eligibility/other requirements: The successful applicants will have a tertiary qualification and progression to the fourth increment will require eligibility for membership of the Australian Association of Social Workers or full registration with the ACT Psychology Registration Board or other state equivalent. Experienced professionals may be eligible for part-time positions.

Note: Various permanent/temporary vacancies

Contact Officer: Deborah Winkler

(02) 6207 1382

Selection documentation may be obtained from Rose Nightingale (02) 6207 1382

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**

Family Service Worker Level 1

\$37,499 - \$44,349, Canberra (PN. Indigenous specified position)

Closing date: 1 November 2001

Duties: Seeking motivated people for temporary and permanent expected vacancies in the provision of direct statutory child protection services.

Eligibility/other requirements: Tertiary qualifications would be an advantage.

Note: This is an Indigenous specified position.

Contact Officer: Deborah Winkler

(02) 6207 1382

Selection documentation may be obtained from Rose Nightingale

(02) 6207 1382

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**

Senior Professional Officer Grade C

\$57,192-\$61,666, (PN. 2320)

Closing date: 1 November 2001

Duties: Seeking a dynamic and experienced professional to provide support to the Manager Child Protection Services in the development, implementation and evaluation of policy and programs. The successful applicant will also be responsible for the Afterhours Service.

Eligibility/other requirements: A relevant tertiary qualification in social work or psychology.

Eligibility for full membership of the Australian Association of Social Workers or registration with the ACT Psychologist's Registration Board.

Note: This is a temporary position for 3 months.

Contact Officer: Deborah Winkler

(02) 6207 1382

Selection documentation may be obtained from Rose Nightingale (02) 6207 1382

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)**CANBERRA INSTITUTE OF TECHNOLOGY****Education Delivery
Faculty of Business and Information Technology
Faculty management Unit**

Administrative Service Office Class 3
\$33,810 - \$36,489, Canberra (PN. 54679)
Closing date: 1 November 2001

Duties: Under general direction co ordinate the provision of client services for the faculties of Business and Information Technology and Design. Attend to more complex student enquiries, manage student refund claims and assist in student debt management. Assist in co ordinating enrolments for both faculties.

Note: This position is available on contract or transfer until 30 June 2006.

Contact Officer: Garry Macklin (02) 6207 3710
Selection documentation may be obtained from Steve Greig (02) 6207 3447 or via email: steve.greig@act.gov.au

Apply: 11
CC: 148/9024/18554

**Education Delivery
Faculty of Business and Information Technology
Department of Information Technology**

Teacher Band 1 \$36,310 to \$52,717, Canberra (PN's. 51164, 51513 & 52019)

Closing date: 1 November 2001

Duties: Prepare and present lectures, workshops and tutorials up to Diploma level in at least two of the following; Networks and data communications, preferably including Windows NT and TCP IP, PC network hardware, Operating systems, preferably including Windows and/or Unix, Advanced features of office application, preferably Microsoft suite. This may include delivery in environments such as, the classroom, flexibly or online. Develop learning materials suitable for use in these environments. Counsel students on their programs of study, set and mark assessments and maintain appropriate records.

Note: These positions are for 3 year contracts.

Contact Officer: Graham Brownlee
(02) 6207 4938

Selection documentation may be obtained from Steve Greig (02) 6207 3447 or via email: steve.greig@act.gov.au

Apply: 11
CC: 148/9024/18554

**Education Delivery
Faculty of Business and Information Technology
Department of Information Technology**

Teacher Band 1 \$36,310 - \$52,717, Canberra (PN. 52005)

Closing date: 1 November 2001

Duties: Prepare and present lectures, workshops and tutorials for library and information handling including library and archives. This may include delivery in environments such as, the classroom, flexibly or online. Develop learning materials suitable for use in these environments. Counsel students on their programs of study, set and mark assessments and maintain appropriate records.

Contact Officer: Graham Brownlee
(02) 6207 4938

Selection documentation may be obtained from Steve Greig (02) 6207 3447 or via email: steve.greig@act.gov.au

Apply: 11
CC: 148/9024/18554

**Education Delivery
Faculty of Business and Information Technology
Department of Computerised Accounting and Law**

Teacher Band 1 \$36,310 - \$52,717, Canberra (PN. 52020)

Closing date: 1 November 2001

Duties: Prepare and present lectures, workshops and tutorials up to Advanced Diploma level in one or more of the following; Management Accounting, Financial Accounting, Finance or Commercial Law. This may include delivery in environments such as, the classroom, flexibly or online. Develop learning materials suitable for use in these environments. Counsel students on their programs of study, set and mark assessments and maintain appropriate records.

Note: This is position is for a 3 year contract.

Contact Officer: Dennis Ryan (02) 6207 3441
Selection documentation may be obtained from Steve Greig (02) 6207 3447 or via email: steve.greig@act.gov.au

Apply: 11
CC: 148/9024/18554

**Education Delivery
Faculty of Business and Information Technology
Department of Software Development**

Teacher Band 1 \$36,310 - \$52,717, Canberra (PN's: 52017,52018)

Closing date: 1 November 2001

Duties: Prepare and present lectures, workshops and tutorials up to Diploma level in at least two of the following; System Analysis and Design, Programming in C++, Visual Basic or Java, Databases in Access or Oracle, System testing and E Commerce. This may include delivery in environments such as, the classroom, flexibly or online. Develop learning materials suitable for use in these environments. Counsel students on their programs of study, set and mark assessments and maintain appropriate records.

Note: This is position is for a 3 year contract.

Contact Officer: Patricia Townson
(02) 6207 4078

Selection documentation may be obtained from Steve Greig (02) 6207 3447 or via email: steve.greig@act.gov.au

Apply: 11
CC: 148/9024/18554

**Education Delivery
Faculty of Business and Information Technology
Department of Business Development**

Teacher Band 1 \$36,310 - \$52,717, Canberra (PN's: 51840, 51549)

Closing date: 1 November 2001

Duties: Prepare and present lectures, workshops and tutorials up to Diploma level in at least two of the following; Advertising, Human

EMPLOYMENT (Continued)

resource management/Development, Marketing, Business Development, Small Business or Strategic management. This may include delivery in environments such as, the classroom, flexibly or online. Develop learning materials suitable for use in these environments. Counsel students on their programs of study, set and mark assessments and maintain appropriate records.

Note: This is position is for a 3 year contract.
Contact Officer: Graham Jensen (02) 6207 3411
Selection documentation may be obtained from Steve Greig (02) 6207 3447 or via email: steve.greig@act.gov.au

Apply: 11
CC: 148/9024/18554

Education Delivery
Faculty of Business and Information Technology
Department of Business Services Technology
Teacher Band 1 \$36,310 - \$52,717, Canberra (PN's:51523, 51526 52015)

Closing date: 1 November 2001
Duties: Prepare and present lectures, workshops and tutorials in units of competency from the Business Services Training Package, particularly in the administration specialisation units. This may include delivery in environments such as, the classroom, flexibly or online. Develop learning materials suitable for use in these environments. Counsel students on their programs of study, set and mark assessments and maintain appropriate records.

Note: This is position is for a 3 year contract.
Contact Officer: Anne Cameron (02) 6207 4939
Selection documentation may be obtained from Steve Greig (02) 6207 3447 or via email: steve.greig@act.gov.au

Apply: 11
CC: 148/9024/18554

Division of Learning Services
Education Development Centre
Teacher Education and Learning Solutions
Administrative Service Officer Class 4 \$37,684 - \$40,915, Canberra (PN. 55516 & 55517)

Administrative Service Officer Class 3 \$33,810 - \$36,489, Canberra (PN. 55013 & 54714 expected vacancies)
Closing date: 1 November 2001
Duties: Under general direction provide development and support for CIT's Virtual Campus and other Flexible Learning initiatives. This includes: receiving and attending to enquiries, assistance for Online teachers and learners, web page design and production, CDROM production, production of desktop published materials, basic advice on learning resource production, in consultation with senior officers provide layout and design advice, assisting with research tasks, assisting with the preparation and delivery of training sessions, general administrative support as required.

Eligibility/other requirements: Workplace Trainer qualification (Statement of Attainment) desirable. Design or Information and Communication Technology qualification desirable.

Note: These positions are for temporary employment or temporary transfer until the end of 2002.

Contact Officer: Stephen Darwin
(02) 6207 3684

Selection documentation may be obtained from Julia Nimmo (02) 6207 4956 or julia.nimmo@cit.act.edu.au

Apply: Lynn Bell-Towers, Division of Learning Services, Canberra Institute of Technology, PO Box 826, CANBERRA ACT 2601
CC: 148-9024-18549

Division of Learning Services
Student Services

Senior Officer Grade B \$67,909 - \$76,447, Canberra (PN. 54836)

Closing date: 1 November 2001

Duties: Under broad direction: assist the Dean to achieve agreed performance targets; as Head of Unit, Student Services, provide leadership and guidance to Institute staff and students in the development, implementation and evaluation of cost effective student services and learning support within the Institute; monitor and respond to relevant statutory, national and community standards and perspectives on student services provision.

Eligibility/other requirements: Tertiary qualifications relevant to the position highly desirable. Educational experience, preferably in a TAFE environment, highly desirable.

Note: This position is for temporary employment or temporary transfer for 5 years.

Contact Officer: Vaughan Croucher
(02) 6207 3121

Selection documentation may be obtained from Lynn Bell-Towers (02) 6207 3330 or lynn.bell-towers@act.gov.au

Apply: Lynn Bell-Towers, Division of Learning Services, Canberra Institute of Technology, PO Box 826, CANBERRA ACT 2601
CC: 148-9024-18549

Division of Learning Services
Academic Records Unit

Senior Officer Grade B \$67,909 - \$76,447, Canberra (PN. 54018)

Closing date: 1 November 2001

Duties: Under broad direction: assist the Dean to achieve agreed performance targets; as Head of Unit, Academic Records, provide leadership and policy advice on all matters relating to Academic Records and associated service delivery; identify and guide professional development for staff in relation to all aspects of Academic Records; plan and manage the Unit's financial, human and physical resources within program guidelines.

Eligibility/other requirements: Tertiary qualifications relevant to the position highly desirable. Educational experience, preferably in a TAFE environment, highly desirable.

Note: This position is for temporary employment or temporary transfer for 5 years.

Contact Officer: Vaughan Croucher
(02) 6207 3121

Selection documentation may be obtained from Lynn Bell-Towers (02) 6207 3330 or lynn.bell-towers@act.gov.au

EMPLOYMENT (Continued)

Apply: Lynn Bell-Towers, Division of Learning Services, Canberra Institute of Technology, PO Box 826, CANBERRA ACT 2601
CC: 148-9024-18549

**Education Delivery Program
Faculty of Communication and Community Services**

Faculty Management Unit
Administrative Service Officer Class 4,
\$37,684 - \$40,915 Canberra (PN. 55032)
Closing date: 1 November 2001
Duties: Attend to the more complex accounting and procurement activities, maintain our Financial Reporting Management System, Accounts Receivable and Delegations. Responsible for staff supervision and training of Faculty Finance Officers, Receipting Officers and Campus Cashier.
Contact Officer: Tim Hutson (02) 6207 4925
Selection documentation may be obtained from Kathy Simunic (02) 6207 4960
Apply: 37
CC: 148-9024-17271

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

**Ministerial & Corporate Services
Human Services Unit**

Administrative Service Officer Class 4
\$37,499 - \$40,714, Canberra (PN.43172)
Closing date: 1 November 2001
Duties: The successful applicant will be required to process all recruitment, establishment, advertising and study assistance requests for the Department. An ability to use and maintain an HRMS system and to assist with the HRM Benchmarking program. The successful applicant will be required to assist and advise staff in relation to employment conditions.
Contact Officer: Julie Mitchell (02) 6205 0542
Selection documentation may be obtained from Julie Mitchell (02) 6205 052
Apply: 28
CC: 148-9012-16911

**ACT Corrective Services
ACT Parole Board**

Administrative Services Officer Class 4
\$37,499 - \$40,714, Canberra (PN.11268)
Closing date: 01 November 2001
Duties: Attend Board meetings, take minutes and prepare written reports of the proceedings and perform the duties of Assistant Registrar of Transfer Parole Orders. Prepare and collate reports and correspondence for Board meetings, maintain database and files, prepare and maintain statistics from Courts and other duties as directed.

Eligibility/other requirements: Current driver's licence. Successful applicants must undergo a criminal history check.
Contact Officer: Helen Child (02) 6207 0744
Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853
Apply: 28
CC: 148-9012-16898

**ACT Corrective Services
Social Capital Programs Unit
Psychologist**

Professional Officer Class 2 \$45,171 - \$50,482, Canberra (PN.47898 & 47899)
Closing date: 1 November 2001
Duties: As part of a small team, assess sex offenders in relation to attendance at therapeutic programs; assist with the delivery of a therapeutic program; and evaluate the effectiveness of the program. Convene and conduct meetings for a range of people and agencies involved with sex offenders. Prepare reports and assessments for government agencies and the ACT Courts.
Eligibility/other requirements: Relevant tertiary qualifications and registration with the Psychologist's Board of the ACT or Internship leading to such registration. Counselling qualifications and experience would be an advantage.
Other requirements: Current ACT/NSW Drivers Licence. The successful applicants must undergo a Police check.
Contact Officer: Brain Dunn (02) 6207 1040
Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853
Apply: 28
CC: 148-9012-16898

DEPARTMENT OF URBAN SERVICES

**City Management Group
Roads ACT Branch
Business Support Section**

Administrative Service Officer Class 4
\$37,499 - \$40,715pa, Canberra (PN. 27033) (expected vacancy)
Closing date: 1 November 01
Duties: Roads ACT is looking for an experienced, flexible and reliable person to provide financial support and undertake the duties of the purchasing officer. You will need an understanding of ACT Government oracle financials and sound experience in purchasing policies and practices and some HR functions. You also need to possess very good communication skills and the ability to co-ordinate a range of administrative and financial support services across a diverse organisation.
Eligibility/other requirements: Demonstrated experience in accrual accounting and purchasing is desirable.
Contact Officer: Ed Lawler (02) 6205 6596
edmund.lawler@act.gov.au
Selection documentation may be obtained from Ed Lawler (02) 6205 6596
Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>
Apply: 34
CC: 148-9019 17040

EMPLOYMENT (Continued)**City Management Group****Roads ACT Branch****Asset Use Section****Traffic Light/Street Lights Sub-section**

Technical Officer Level 3 \$38,951 - \$44,191pa,
Canberra (PN. 23579)

Closing date: 1 November 01

Duties: The position will be responsible for producing and maintaining electronic plans of traffic signal layouts, investigating complaints of poor performance of the traffic signals and street lights infrastructure, providing reports on the finding and recommending corrective action.

Eligibility/other requirements: Tertiary qualification in an appropriate technical discipline with high level CAD skills.

Contact Officer: Michael Day (02) 6207 5223
michael.day@act.gov.au

Selection documentation may be obtained from Helen Stravens (02) 6207 6868

Or from the recruitment home page:

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

Apply: 34

CC: 148-9019 17040

Operations Group**City Operations Branch****Road User Services Section****Procedures and Training Sub-section**

Administrative Service Officer Class 4
\$37,499 - \$40,715pa, Canberra (PN. 44061)
(expected vacancy)

Closing date: 1 November 01

Duties: Manage the forms design and analysis process of Road User Services to reflect current and future policy, legislative and system requirements and client needs; undertake project analysis and investigate more efficient forms design and utilisation; review forms currently used, and test and design new forms; and prepare and supply artwork and specifications to suppliers for printing.

Contact Officer: Vanessa Osborne
(02) 6207 7360 vanessa.osborne@act.gov.au

Selection documentation may be obtained from Helen Williams (02) 6207 7033
helen.williams@act.gov.au

Or from the recruitment home page:

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

|

Apply: 34

CC: 148-9015 17013

Planning and Land Management Group**Land Information and Building Services Branch****Information Management Team**

Senior Officer Grade A/B

\$67,576 - \$76,073/78,482pa, Canberra

Closing date: 1 November 01

Duties: The Land Information and Building Services Branch is seeking an experienced person to manage the strategic direction of the Information Management Team. The successful person will be primarily responsible and accountable for the development and maintenance of a strategic overview of Information Technology, Information Systems and Information Management activities as they relate to Planning and Land Management. The officer will be required to assist with the

development of business cases for major Information Technology/Information System projects for PALM; establish and facilitate the application, development and implementation of policies, common standards and procedures associated with information related project management; show demonstrated experience in delivering organisational goals and outcomes, both personally and through leading others; have proven management and leadership skills of a high order including expertise in managing staff performance and, facilitate the transfer of skills, experience, technologies and processes across major Information Technology/Information System projects.

Eligibility/other requirements: Tertiary qualifications and/or extensive experience in business management or a related field.

Business Process Re-Engineering and/or Formal Project Management training is desirable.

Note: This position will initially be available for 12 months. The salary of the successful applicant will be negotiated depending on their qualifications and experience.

Contact Officer: John Meyer (02) 6207 2644

Selection documentation may be obtained from Debbie Crowe (debbie.crowe@act.gov.au)

Or from the recruitment home page:

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

|

Apply: 34

CC: 148-9020 17450

Executive Branch**Business Strategy and Communications Section**

Administrative Service Officer Class 4

\$37,499 - \$40,715, Canberra (PN 1724)

Closing date: 1 November 01

Duties: As Planning and Land Management's Ministerial Liaison Officer coordinate, track and monitor Ministerial correspondence and prepare associated weekly, monthly and quarterly reports. Liaise and provide advice to Planning and Land Management staff relating to the preparation of Ministerial correspondence and undertake the preparation of associated reports and briefs as required. As the Planning and Land Management contact for the Administrative Appeals Tribunal manage the preparation of documentation processes and prepare associated reports. Provide support and assistance to the Planning and Land Management Executive team.

Contact Officer: Leonie Mossop (02) 6207 1685

leonie.mossop@act.gov.au

Selection documentation may be obtained from Leonie Mossop (02) 6207 1685

Or from the recruitment home page:

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

Apply: 34

CC: 148-9020 17450

EMPLOYMENT (Continued)

Development Management Branch Customer Services Section

Customer Services Centre (Shopfront)

Administrative Service Officer Class 2
\$29,539 - \$32,755pa, Canberra (PN 19925) (part time)

Closing date: 1 November 01

Duties: As a member of a team in the Customer Services Centre, provide a quality customer service to Planning and Land Management's (PALM's) clients. Assist customers with information and advice on PALM's policies, procedures, processes and products. Assist community members with Development Applications, Conveyancing Inquiries and Compliance Certificates. Update and maintain PALM'S computer databases. Receive public monies.

Note: Hours are 10:30am to 2:00pm 5 days a week.

Contact Officer: Steve Lord (02) 6207 1992
steve.lord@act.gov.au

Selection documentation may be obtained from Lisa Mills (02) 6207 1921 lisa.mills@act.gov.au Or from the recruitment home page:

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

Apply: 34

CC: 148-9020 16951

Corporate Group Corporate Budgets Section

Administrative Service Officer Class 6
\$45,172 - \$51,888pa, Canberra (PN 24922)
Closing date: 1 November 01

Duties: Assist in the preparation of budget estimates and monitoring of financial performance for the Department of Urban Services. Co-ordinate and assist in the development of Purchase Agreements and Statements of Intent for the Department including extensive liaison with senior management, the Government Audit Office and Department of Treasury on the sign off of these agreements.

Eligibility/other requirements: Accounting qualifications or progress towards accounting qualification would be an advantage.

Contact Officer: Steve Whittaker (02) 6207 6332
stephen.whittaker@act.gov.au

Selection documentation may be obtained from Sue Charlton (02) 6207 6242
sue.charlton@act.gov.au

Or from the recruitment home page:

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

Apply: 34

CC: 148-9017 17305

City Management Group Canberra Urban Parks & Places

Asset Maintenance Section

Management Positions

Senior Officer Grade B \$67,576 - \$76,073pa, Canberra (PN 21244)

Closing date: 1 November 01

Urban Services is an organisation that takes pride in delivering the services the ACT community relies on every day. We are continually looking for ways to improve our service delivery through our focus on quality customer service and innovation.

Urban Services is currently seeking to appoint 2 high calibre managers within Canberra Urban Parks & Places (CUPP). CUPP is the purchaser business unit within the City Management Group of Urban Services which provides urban open space policy and strategic advice in relation to Canberra's urban parks, landscape and public spaces, as well as the commissioning of related services.

Duties: Leading a small team, this role is responsible for managing the operations of Asset Maintenance within Canberra Urban Parks & Places, and the commissioning of related services including open space horticulture, tree and asset maintenance, cleaning, asset use and regulations. Other responsibilities include coordination of maintenance services delivery, on a value for money basis, development of service specifications and maintenance related policies.

Applicants will need to have sound experience in parks and open space management, with an emphasis on maintenance. Key capabilities required include contract, budget and project management and service specification skills together with people management skills.

Eligibility/other requirements: Relevant Tertiary qualifications are desirable. Ref. No. 5026

Asset Creation Section

Senior Officer Grade B \$67,576 - \$76,073pa, Canberra (PN 21213)

Duties: Leading a small team, this role is responsible for delivering the Canberra Urban Parks & Places capital works program and providing advice on design and construction implications within the works program. Other responsibilities include management of the capital works budget, commissioning of Project Directors, design consultants and construction contractors and managing relationships with business partners and the community.

Applicants will need to have sound experience in parks and open space management, with an emphasis on construction and capital works co-ordination. Knowledge of the tendering process, contract management and quality assurance are critical as are budgeting and people skills.

Eligibility/other requirements: Relevant Tertiary qualifications are desirable. Ref. No. 5025

Contact Officer: Randall Maple (02) 9233 1200

Selection documentation may be obtained from Randall Maple (02) 9233 1200 or Fax: (02) 9221 4229

Or from the recruitment home page:

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

Note: Please send applications quoting the Ref. No. to Watermark Search International – e-mail: search@watermarksearch.com.au or GPO Box 2708 Sydney 2001. These positions were advertised in the Canberra Times and The Australian on 13 October 2001.

CC: 148-9019 17278

EMPLOYMENT (Continued)**DEPARTMENT OF TREASURY****Financial and Budgetary Management Branch
General Analysis****Administrative Service Officer Class 6, (PN:
1319)****Salary Range:** \$45,171 - \$51,888p.a**Applications close on: 1 November 2001****Duties:** Review agency estimates of government expenses and revenue and monitor and service delivery performance throughout the year. Analyse budgetary and financial policies to provide professionally informed advice to senior management.

Qualifications: Qualifications in economics, accounting or similar field are highly desirable.

Contact: Marsha Guthrie (02) 6207 0216**Selection Documentation:** Emma Holley (02) 6207 0310 and is also available from the following internet address:www.act.gov.au/recruitment/tiindex.asp**Apply: 35****CC: 148-9042-17765****Administrative Service Officer Class 5, (PN:
55720)****Salary Range:** \$41,825 - \$44,349p.a**Applications close on: 1 November 2001****Duties:** Review agency estimates of government expenses and revenue and monitor and service delivery performance throughout the year.

Analyse budgetary and financial policies to provide professionally informed advice to senior management. Assist in developing financial and budgetary management policies and procedures.

Contact: Marsha Guthrie (02) 6207 0216**Selection Documentation:** Emma Holley (02) 6207 0310 and is also available from the following internet address:www.act.gov.au/recruitment/tiindex.asp**Apply: 35****CC: 148-9042-17765**

Appointments

CALVARY HEALTH CARE ACT**Registered Nurse Level 1 \$34,429 - \$45,890**Margaret Naylor: 772-03156, Section 68, 4/10/01
CC: 148-9094-17781**Registered Nurse Level 1 \$34,429 - \$45,890**Rosemary Pijpers: 609-08942, Section 68, 27/9/01
CC: 148-9094-17781**Registered Nurse Level 1 \$34,429 - \$45,890**Christine Berriman: 772-03105, Section 68, 8/10/01
CC: 148-9094-17781**Registered Nurse Level 1 \$34,429 - \$45,890**Shawn Duynhoven: 772-03076, Section 68, 27/9/01
CC: 148-9094-17781**Registered Nurse Level 1 \$34,429 - \$45,890**Patricia Clarkson: 772-03084, Section 68, 8/10/01
CC: 148-9094-17781**Registered Nurse Level 1 \$34,429 - \$45,890**Laura Healy: 772-03068, Section 68, 1/10/01
CC: 148-9094-17781**Enrolled Nurse \$31,810 - \$34,138**Jody Power: 772-03041, Section 68, 11/10/01
CC: 148-9094-17781**Registered Nurse Level 1 \$34,429 - \$45,890**Linda Grallielis: 772-02970, Section 68, 11/10/01
CC: 148-9094-17781**Calvary Administrative Officer 3****\$32,855 - \$35,458**Stella Hantas: 609-35457, Section 68, 28/09/01
CC: 148-9094-17781**Calvary Technical Specialist Officer \$NFP**Alexander Do: 742-32883, Section 68, 17/9/01
CC: 148-9094-17781**Calvary Administrative Officer 2****\$28,845 - \$31,987**Sharyn Bashfield: 772-03172, Section 68, 11/10/01
CC: 148-9094-17781**Calvary Administrative Officer 2****\$28,845 - \$31,987**Kathryn Hodges: 772-03180, Section 68, 11/10/01
CC: 148-9094-17781**Calvary Administrative Officer 2****\$28,845 - \$31,987**Kathryn Burns: 772-03199, Section 68, 11/10/01
CC: 148-9094-17781**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES****Senior Professional Officer Grade C****\$57,192 - \$61,666**Lisa Jane Gebhard: 766-17058, Section 68(1), 5 October 2001
CC: 148-9013-16917**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY****Administrative Service Officer Class 6****\$45,171 - \$51,888**Leonie McKinnon: 705-34892, Section 68/70, 04 October 2001
CC: 148-9012-16898**Administrative Service Officer Class 6****\$45,171 - \$51,888**Toni Norris: 765-87020, Section 68/70, 09 October 2001
CC: 148-9012-16911**Administrative Service Office Class 2****\$29,539 - \$32,755**Sarah Meissner: 771-08482, Section 68/70, 09 October 2001
CC: 148-9012-16911

EMPLOYMENT (Continued)

EMERGENCY SERVICES BUREAU

Ambulance Officer \$38,180
 Kim Draper: 754-05192, Sections 68 & 70, 8
 October 2001
 CC: 148-9007-16846

DEPARTMENT OF URBAN SERVICES

**Administrative Service Officer Class 3
 \$33,644 - \$36,311**
 Phab Vetsavong: 767-83400, Co-ordination &
 Quality Development Section 68(1), 8 October
 01
 CC: 148-9020 17776

**Administrative Service Officer Class 3
 \$33,644 - \$36,311pa**
 Owen Alexander Pankhurst: 767-83419, Co-
 ordination & Quality Development Section 68(1),
 8 October 01
 CC: 148-9020 17776

**Administrative Service Officer Class 3
 \$33,644 - \$36,311pa**
 Thomas James Percival: 769-64738,
 Applications Secretariat Section 68(1), 8
 October 01
 CC: 148-9020 17776

**Administrative Service Officer Class 3
 \$33,644 - \$36,311pa**
 John Cameron Best: 772-38252 Road User
 Services Section 68(1), 8 October 01
 CC: 148-9015 17013

**Administrative Service Officer Class 5
 \$41,825 - \$44,349pa**
 Hayden Ashley Kozlow: 767-83427, Development
 Assessment Section 68(1), 8 October 01
 CC: 148-9020 17776

**Administrative Service Officer Class 5
 \$41,825 - \$44,349pa**
 Rumana Masud Jamaly: 767-82571, Land
 Management Section 68(1), 8 October 01
 CC: 148-9020 17006

**Administrative Service Officer Class 4
 \$37,499 - \$40,715pa**
 Jacinda Gail Forster: 772-38041, Development
 Assessment Section 68(1), 8 October 01
 CC: 148-9020 17776

**Administrative Service Officer Class 6
 \$45,172 - \$51,888pa**
 Ross Robert McKay: 767-83224, Development
 Assessment Section 68(1), 8 October 01
 CC: 148-9020 17776

**Administrative Service Officer Class 3
 \$33,644 - \$36,311pa**
 Alexandra Marina Kaucz: 772-38260, Co-
 ordination & Quality Section 68(1), 8 October 01
 CC: 148-9020 17776

Transfer

DEPARTMENT OF URBAN SERVICES

**Policy Co-ordination Group
 Road Transport Section
 Neil Charles Bingham AGS Number 326-76531**
From: SOG C \$59,998 - \$69,169
 Centrelink Call Section
To: Senior Officer Grade C
 \$57,192 - \$61,666pa
 Position Number 14521
 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: 148-9015 17013

DEPARTMENT OF TREASURY

Administrative Service Officer Class 3,
 \$33,644 - \$36,310p.a
 Adrianna Danassis, AGS No: 757-49868
 Section 68
 5 October 2001
 Taxation Services, ACT Revenue Management,
 Department of Treasury
CC: 148-9042-17176

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:

- * 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.

EMPLOYMENT (Continued)

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 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;

EMPLOYMENT (Continued)

- (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:

- (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*.

EMPLOYMENT (Continued)

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**Population Health Division****Health Promotion Unit****Lyn Williams: 741-19872**

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

ACT Department of Health, Housing and Community Care

To: Administrative Service Officer Class 6
\$45,171 - \$51,888

Healthpact, Health Promotion Unit, ACT Department of Health, Housing and Community Care, Canberra (PN. 26587) (Gazette No 37, 13/9/01)

CC: 148-9011-16889

THE CANBERRA HOSPITAL**Corporate Services****Staff Development Unit****Elizabeth Renton: 260-98931**

From: Registered Nurse Level 3

\$48,200 - \$51,307

The Canberra Hospital

To: Registered Nurse Level 5.3 \$64,886

Staff Development Unit The Canberra Hospital, Canberra (PN. 28480) (30/8/01)

Note: This is a non-appealable promotion.

CC: 1512

Nursing**Surgical SMT****Ward 10A – General Surgery/Plastics/ENT****Susana Serrano: 749-68137**

From: Registered Nurse Level 1

\$32,664 - \$42,332

The Canberra Hospital

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

Ward 10A The Canberra Hospital, Canberra (PN. 22457) (12/7/01)

CC: 1948

Nursing**Surgical SMT****Ward 10A – General Surgery/Plastics/ENT****Juliana Wood: 735-35671**

From: Registered Nurse Level 1

\$32,664 - \$42,332

The Canberra Hospital

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

Ward 10A The Canberra Hospital, Canberra (PN. 22211)

Note: This position is identical to PN. 22457 which was advertised 12/7/01.

CC: 1948

Nursing**Surgical SMT****Outpatient Unit****Ann Marie Dunk: 735-36148**

From: Registered Nurse Level 1

\$32,664 - \$42,332

The Canberra Hospital

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

Outpatient Unit The Canberra Hospital, Canberra (PN. 27015) (30/8/01)

CC: 1917

Nursing**Medical SMT****Canberra Sexual Health Centre****Cassandra Beaumont-Brown: 260-18313**

From: Registered Nurse Level 1

\$32,664 - \$42,332

The Canberra Hospital

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

Canberra Sexual Health Centre The Canberra Hospital, Canberra (PN. 23979) (16/8/01)

CC: 1773

EMPLOYMENT (Continued)**Pathology Services****Molecular Pathology****Michelle McNiven: 261-51560**

From: Professional Officer Class 2

\$43,980 – \$49,151

Pathology

To: Senior Professional Officer Grade C

\$55,684 - \$60,040

Pathology Services, The Canberra Hospital,

Canberra (PN. 29039) (12/09/2001)

CC: 3134

CHIEF MINISTER'S DEPARTMENT**M. J. Wightman AGS No 748-54500**

From: Administrative Service Officer Class 4,

\$37,499 - \$40,714p.a

From: Department of Urban Services

To: Administrative Service Officer Class 6,

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

(PN: 55448)

Policy Group, Chief Minister's Department

30 August 2001

All appeal applications should be addressed to:

Convener of the Appeal Panel

PO Box 749

Civic Square ACT 2608

CC: 148-9031-17884**M. A. Brady AGS No 312-10916**

From: APS Officer 6, \$48,937 - \$55,775p.a

From: Department of Employment, Workplace

Relations and Small Business

To: Senior Officer Grade C, \$61,666p.a

(PN: 55504)

Strategic HR, Public Sector Management Group,

Chief Minister's Department.

23 August 2001

Note: This promotion is made as an appointment under section 115(7) of the Public Sector Management Act 1994 and is a deemed promotion.

CC: 148-9031-16949**DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES****Lanyon High School****Glenys Patulny: 027-69737**

From: Teacher Level 2 \$58,500

Department of Education and Community Services

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

Lanyon High School, Department of Education

and Community Services, Canberra (PN. 4061)

(No. 31, 2 August 2001)

CC: 148-9013-16917

Lanyon High School**Jennifer Mary Dawes: 327-01688**

From: Teacher Level 2 \$58,500

Department of Education and Community Services

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

Lanyon High School, Department of Education

and Community Services, Canberra (PN. 4043)

(No. 31, 2 August 2001)

CC: 148-9013-16917

Education and Training Division**School Curriculum and Assessment Branch****Year 11/12 Assessment and Certification****Section****Judith Ann Wood: 027-65250**

From: Teacher Level 1 \$34,600 - \$52,000

Department of Education and Community Services

To: † Teacher Level 2 \$58,500

Year 11/ 12 Assessment and Certification,

Department of Education and Community

Services, Canberra (PN. 12033) (No 33, 16

August 2001)

CC: 148-9013-16917

Lanyon High School**Ronald Vandergugten: 033-30101**

From: Teacher Level 1 \$34,600 - \$52,000

Department of Education and Community Services

To: † Teacher Level 2 \$58,500

Lanyon High School, Department of Education

and Community Services, Canberra (PN. 2256)

(No 31, 2 August 2001)

CC: 148-9013-16917

Lanyon High School**Paulene Margaret Kibble: 033-35957**

From: Teacher Level 1 \$34,600 - \$52,000

Department of Education and Community Services

To: † Teacher Level 2 \$58,500

Lanyon High School, Department of Education

and Community Services, Canberra (PN. 2264)

(No 31, 2 August 2001)

CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

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

Resource Management Unit**Ben McDuff: 710-39797**

From: Administrative Service Office Class 3

\$33,644 - \$36,310

Department of Justice & Community Safety

To: Administrative Service Officer Class 4

\$37,499 - \$40,714

Resource Management Unit, Canberra

(PN.45880) (37 13 September 2001)

CC: 148-9012-16911

Resource Management Unit**Natasha Thompson: 747-87344**

From: Administrative Service Officer Class 2

\$29,539 - \$32,755

Department of Justice & Community Safety

To: Administrative Service Officer Class 4

\$37,499 - \$40,714

Resource Management Unit, Canberra

(PN. 44000) (37 13 September 2001)

CC: 148-9012-16911

EMPLOYMENT (Continued)

Resource Management Unit

Caroline Mootoosamy: 747-86982

From: Administrative Service Officer Class 2
 \$29,539 – \$32,755
 Department of Justice & Community Safety
 To: Administrative Service Officer Class 3
 \$33,644 - \$36,310
 Resource Management Unit, Canberra (PN. 45881) (37 13 September 2001)
 CC: 148-9012-16911

ACT Magistrates Court

Gerald Kennedy 747-85357

From: Administrative Service Officer Class 4
 \$37,499 - \$40,714
 Department of Justice & Community Safety
 To: Senior Officer Grade C \$57,191 - \$61,666
 ACT Magistrates Court, Canberra (PN. 43691)
 (26 28 June 2001)
 CC: 148-9012-16939

ACT Supreme Court

Anne Shoemark 238-82173

From: Administrative Service Officer Class 6
 \$45,171 - \$51,888
 Department of Justice & Community Safety
 To: Senior Officer Grade C \$57,191 - \$61,666
 ACT Magistrates Court, Canberra (PN. 42323)
 (26 28 June 2001)
 CC: 148-9012-16939

Parliamentary Counsels Office

Rebecca Billingham 747-86202

From: Administrative Service Officer Class 3
 \$33,644 - \$36,310
 Department of Justice & Community Safety
 To: Administrative Officer Class 4
 \$37,499 - \$40,714
 Parliamentary Counsels Office, Canberra
 (PN.42310) (38 23 August 2001)
 CC: 148-9012-17345

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.

Environment ACT

Resource Management Section

D. T. Woolcombe: 747-50242

From: Administrative Service Officer Class 5
 \$41,825 - \$44,349p.a
 Urban Services
 To: Administrative Service Officer Class 6
 \$45,172 - \$51,888p.a
 Resource Management Section, Urban Services, Canberra (PN. 18565) (19 July 01)
 CC: 148-9028 17030

DEPARTMENT OF TREASURY

C. A. Williams AGS No 753-87190

From: Research Officer, \$34,498-\$39,673p.a
 Australian Bureau of Statistics
 To: Administrative Service Officer Class 5,
 \$41,825 - \$44,349p.a
 (PN: 55347)

Microeconomic Reform, Economic Management, ACT Department of Treasury
 30 August 2001

Note: This promotion is made as an appointment under section 115(7) of the Public Sector Management Act 1994 and is a deemed promotion.

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

CC: 148-9031-17253

F. D. Wills AGS No 543-36247

From: Administrative Service Officer Class 5,
 \$41,825 - \$44,349p.a
 ACT Department of Treasury
 To: Administrative Service Officer Class 6,
 \$45,171 - \$51,888p.a
 (PN: 42002)

Policy Legislation and Projects, Revenue Management Branch, ACT Department of Treasury

13 September 2001

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

CC: 148-9031-17253

Corrigenda

THE CANBERRA HOSPITAL

Staff Development Unit
 Catherine Elizabeth McNally: 260-99627,
 04/10/01 (p.1165)
 Should have read: Carolyn Elizabeth McNally
 CC: 1521

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

EMPLOYMENT (Continued)

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

