



Australian Capital Territory

Gazette

No. 45, Thursday 8 November, 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

CONTACT DETAILS

ACT Gazette Officer
Publishing and Shopfront Services
GPO Box 158
Canberra ACT 2601

ACT Gazette Office
Level 7, Macarthur House
12 Wattle Street
Lyneham ACT 2602

Phone: (02) 6205 0254

Fax: (02) 6205 0266

e-mail: gazette.office@act.gov.au

Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

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

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

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

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EMPLOYMENT

ACT Public Service

Executive Contracts

Appointments

DEPARTMENT OF TREASURY

Megan Smithies
 Executive Director
 Financial and Budgetary Management (E241)
 Section 72, Public Sector Management Act 1994

Khalid Ahmed
 Director
 Financial Analysis (E242)
 Section 72, Public Sector Management Act 1994

Terminations

THE CANBERRA HOSPITAL

Verity Bondfield
 Executive Director
 Nursing Services (E019)
 12.10.01

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Neil Leslie
 Deputy Parliamentary Counsel
 Office of the Parliamentary Counsel (E126)
 22.10.01

Note: The following Executives have been issued with new contracts. The initial contracts have been terminated in accordance with the provisions of Section 73 of the Public Sector Management Act 1994.

DEPARTMENT OF URBAN SERVICES

Gordon Davidson
 Executive Director
 City Management (E165)
 2.9.01

DEPARTMENT OF TREASURY

Megan Smithies
 Director
 Budget Management (E208)
 1.10.01

General Information

Eligibility to apply for advertised vacancies

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

- the Chief Executive has decided that because of cost or operational efficiency a vacancy should be advertised as open only to

permanent officers and groups with eligibility rights. Restricted positions will be marked #

- a former officer is restricted from re-employment under section 114 of the Public Sector Management Act 1994.

Groups with eligibility rights are:

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

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

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

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

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

EMPLOYMENT (Continued)**Vacancies****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**Child and Adolescent Mental Health Services**

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

Closing date: 22 November 2001

The ACT Child and Adolescent Mental Health Service has a permanent full time vacancy available immediately in addition to several expected vacancies (permanent and temporary).

CAMHS is seeking applications from experienced clinicians with a background in Child and Adolescent Mental Health. Applicants should be familiar with current National and ACT mental health practice in the treatment of children and adolescents.

Successful applicants will undertake assessment and case management of children, adolescents and their families / carers with moderate to severe mental illness; provide clinical expertise with regard to specific discipline skills within the multi-disciplinary team reviews of clients.

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

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

Apply: 16
CC: (2231)

**ACT Mental Health Services
Psychiatric Services Unit**

Professional Officer Class 1 / Professional Officer Class 2, \$30,669 - \$43,027 / \$43,980 - \$49,151, Canberra (PN. TBA)

Closing date: 22 November 2001

ACT Mental Health Services are seeking applications from suitably qualified Occupational Therapists to fill a permanent full time vacancy at the Psychiatric Services Unit.

The successful applicant will work within the multi-disciplinary team providing occupational therapy services to up to 30 consumers in the Acute Inpatient Unit. The successful applicant will be responsible for client assessment using recognised assessment tools and development and delivery of the daily program.

Eligibility: Tertiary qualification or equivalent in Occupational Therapy and eligibility for membership of the appropriate professional organisation.

Contact Officer: Sheryl Hall (02) 6244 3223
Selection Documentation may be obtained from the Human Resource Management Group (02) 6244 3580

Apply: 16
CC: (2221)

Pathology Services**Haematology**

Professional Officer Class1/ Technical Officer Level 3/ Technical Officer Level 2, \$30,669 - \$43,027/ \$37,924 - \$43,957/ \$32,298 - \$37,795, Canberra (PN. Two positions)
Closing date: 22 November 2001

Duties: Perform diagnostic and other tests, procedures and investigations requiring the application of professional knowledge and skills in automated and cellular haematology, coagulation and transfusion, under limited supervision.

Eligibility/other requirements: An appropriate degree or diploma in Applied Science, or equivalent qualification.

Note: The positions will be filled at either the PO 1 or TO 3 or TO2 depending on qualifications and experience.

Contact Officer: Phil Baron (02) 6244 2034
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2566

Apply: 16
CC: 3125

Pathology Services**Pathology Reception**

Technical Officer Level 1, \$29,739 - \$32,664
Canberra (PN. 21532)

Closing date: 22 November 2001

Duties: In accordance with relevant procedures and NATA standards, collect, identify and register all specimens received from within the Hospital and Canberra region. Receive and register pathology specimens and prepare specimens for analysis.

Eligibility/other requirements: An appropriate degree or diploma in Applied Science, or equivalent qualification.

Note: The successful applicant will be required to work on a rostered basis and participate on the out of hours roster.

EMPLOYMENT (Continued)

Contact Officer: Patricia Ewing (02) 6244 3992
 Selection documentation may be obtained from
 the Human Resource Management Group
 (02) 6244 2566
 Apply: 16
 CC: 3133

**Pathology Services
Administration**

Senior Information Technology Officer Grade C,
 \$55,684 - \$60,040 Canberra (PN. 20526)
 Closing date: 22 November 2001
 Duties: Co-ordinate and manage Systems
 Administration Services In ACT Pathology.
 Develop, implement and maintain IT/IM policies
 and standards. Proven contract management
 supervision for IT services in ACT Pathology.
 Manage IT projects, including allocation of
 resources, formulation of work programs and
 setting priorities.

Eligibility/other requirements: An appropriate
 degree or diploma in Applied Science, or
 equivalent qualification.

Note: The successful applicant will be required
 to work on a rostered basis and participate on
 the out of hours roster.

Contact Officer: Wendy Edwards (02) 6244 2893
 Selection documentation may be obtained from
 the Human Resource Management Group
 (02) 6244 2566
 Apply: 16
 CC: 3111

**Medical SMT - Nursing
Renal**

Registered Nurse Level 2, \$43,711 - \$46,474 /
 Research Assistant \$31,992 - \$43,414 Canberra
 Closing date: 22 November 2001

Duties: Develop and Coordinate research trials
 undertaken by the Department of Renal
 Medicine. Establish and maintain the research
 component of the Renal Unit Intranet database.
 Eligibility/other requirements: Registered as a
 general nurse with the ACT Nurses Registration
 Board. A minimum of three years full-time or
 equivalent post registration experience.
 (applicable to Registered Nurse applicants only)

Note: This is a temporary position available for
 a period of up to five years. The position is
 available part-time or full-time, with a minimum
 requirement of 3.5 days per week.

Contact Officer: Dr Michael Falk (02) 6244 2046
 Selection Documentation: Human Resource
 Management Group (02) 6244 3139
 Apply: 16
 CC:

**Medical SMT - Nursing
Renal Ambulatory/Peritoneal Dialysis**

Registered Nurse Level 2 \$43,711 - \$46,474,
 Canberra (PN. 27019)
 Closing date: 22 November 2001

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

Eligibility/other requirements: Registered as a
 General Nurse with the ACT Nurses Registration
 Board. Minimum of three years recent renal
 experience inclusive of one year in peritoneal
 dialysis.

Contact Officer: Denise Breust (02) 6244 2657
 Selection documentation may be obtained from
 Human Resource Management Group
 (02) 6244 2257
 Apply: 16
 CC: 1673

**Medical SMT - Nursing
Palliative Care Services**

Registered Nurse Level 3 (CNC, Palliative Care
 Nurse) \$48,200-51,307, Canberra (PN. 24013)
 Closing date: 22 November 2001

Duties: Collaborate with health care teams
 throughout the hospital to ensure optimal
 palliative care management of appropriate
 patients and their families. Assessment of pain
 and other symptoms. Collaborate with palliative
 care physician and treating health care team to
 plan and implement symptom management
 strategies. Maintain ongoing assessment of
 interventions.

Eligibility/other requirements: Registered as a
 General Nurse with the ACT Nurses Registration
 Board. Minimum of five years recent full-time or
 equivalent post registration experience.

Experience in Oncology and Palliative Care
 nursing.

Contact Officer: Helen De Britt (02) 6244 2647
 Selection documentation may be obtained from
 Human Resource Management Group
 (02) 6244 2257
 Apply: 16
 CC: 1798

**Medical SMT - Nursing
Canberra Sexual Health Centre**

Registered Nurse Level 2 (Sexual Health
 Outreach Nurse) \$43,711 - \$46,474, Canberra
 (PN. 20596)

Closing date: 22 November 2001
 Duties: Co-ordinate and implement the outreach
 activities of the Canberra Sexual Health Centre
 (CSHC). Ensure that the performance measures
 for the Sexual Health Outreach Program are
 met. Co-ordinate the contact tracing activities of
 the CSHC. Maintain clinical skills in sexual
 health through the provision of a regular clinic
 session/s at the CSHC. Participate in the CSHC
 team meetings and in-service program.

Eligibility/other requirements: Registered as a
 General Nurse with the ACT Nurses Registration
 Board. Minimum of three years recent full-time
 or equivalent post registration experience with
 a demonstrated period of demonstrated
 competency in sexual health nursing. Holds a
 Family Planning Certificate in Sexual and
 Reproductive Health Nursing or equivalent.

Contact Officer: Ruth Primrose (02) 6244 2184
 Selection documentation may be obtained from
 Human Resource Management Group
 (02) 6244 2257
 Apply: 16
 CC: 1782

EMPLOYMENT (Continued)

ACT COMMUNITY CARE

**Integrated Health Care Program
Psychology Services
at The Canberra Hospital**

Senior Clinical Psychologist

Senior Professional Officer Grade C
\$55,850 - \$60,219 pa
Salary packaging with FBT exemption under PBI conditions is available.
Position No: 21852

This position is attached to the Pain Management Clinic at The Canberra Hospital. The duties involve assisting in the coordination of the Clinic, providing staff supervision and the assessment, diagnosis and treatment of patients in the Pain Management Clinic.

Eligibility: Essential a Masters degree in Clinical Psychology with expertise in patients with chronic pain and ACT Psychology registration.

Note: The position is permanent full-time. Apply in triplicate with business contact.

Contact Officer: Dr Consuelo Barreda-Hanson
(02) 6244 2309

Selection Documentation: Barbara Mackin
(02) 6244 2309

Applications close: 22 November 2001

Apply: 21

CC: 148-9009-17798

Dental Health Program

Dentists

ACT Community Care's Dental Health Program has several vacancies for Dentists based in Canberra. The range of vacancies comprehends experienced dentists or new graduates and offers the opportunity to work in a medium sized organisation with full administrative and clinical support. The Dental Health Program provides its services through modern, well-equipped clinics located at Canberra's major public transport nodes. The program embraces advances in dentistry and supports the continuing professional development of its staff.

Successful appointees will be offered an Australian Workplace Agreement. Salaries for the positions range from \$48,000 to \$75,000 depending on experience. In addition, a retention/performance bonus is payable on each anniversary of appointment amounting to 10% of salary.

If you would like to know more about these opportunities, Dr Raju, our Principal Dentist telephone (02) 6205 0979 or (02) 6205 1510 would be pleased to discuss them in more detail. Selection documentation and application forms may be obtained from

Jantsen Lam on (02) 6205 1088.

Applications close on 23 November 2001.

Apply: 21

CC: 148-9009-16860

CALVARY HEALTH CARE ACT

Administrative Services

Finance

*Calvary Administrative Officer 3
\$32,855 - \$35,458, Canberra (PN. 8805)
Closing date: 22 November 2001

Duties: Demonstrated ability in hospital pre-admission, admission and discharge

procedures and the ability to organise and manage work flows within the pre-admission area including supervision of staff. Liaise with clients, health funds and VMO's.

Note: TTY 6201 6127

Contact Officer: Eileen Muscat (02) 6201 6900

Selection documentation may be obtained from Eileen Muscat (02) 6201 6900

Apply: 07

CC: 148-9094-17781

Nursing Services

Operating Rooms

Calvary Administrative Officer 2
\$28,845 - 31,987, Canberra (PN. 8794)

Closing date: 22 November 2001

Duties: Under general direction maintain patient information computerised system and prepare reports as required. Undertake admission/discharge and appointment procedures.

Note: TTY 6201 6127

Contact Officer: Helen Palmer (02) 6201 6186

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

Apply: 07

CC: 148-9094-17781

Nursing Services

Ward 5E & 4E

Registered Nurse Level 2 \$46,073 - \$48,985, Canberra (PN. 8212, 9098)

Closing date: 22 November 2001

Duties: Provide direct patient care of varying complexity, utilising the nursing process and incorporating a risk assessment approach while working within the prescribed legislation. Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Board.

Note: Hours of duty 56 or 76 per fortnight. TTY (02) 6201 6127

Contact Officer: Sue Minter (02) 6201 6162

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

Apply: 07

CC: 148-9094-17781

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 <mailto:wfpn.webmaster@decs.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.

EMPLOYMENT (Continued)**Koomarri School**

Teacher Level 4, Principal 7 \$68,730 - \$83,730, Canberra (PN. 32055)

Closing date: 22 November 2001

Duties: Manage the school in accordance with the policies of the School Board. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

Contact Officer: Narelle Hargreaves (02) 6205 7194

Selection documentation may be obtained from Maria Pintos Lopez (02) 6205 7194

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Calwell High School

Teacher Level 3 \$59,730 - \$65,730, Canberra (PN. 4119)

Closing date: 22 November 2001

Duties: Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the school.

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

Contact Officer: Anne Dash (02) 6205 6833

Selection documentation may be obtained from the Contact Officer (02) 6205 6833

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Copland College

Teacher Level 3 \$59,730 - \$65,730, Canberra (PN. 4129)

Closing date: 22 November 2001

Duties: Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the college.

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

Contact Officer: Steve Kyburz (02) 6205 7622

Selection documentation may be obtained from the Contact Officer (02) 6205 7622

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Lake Tuggeranong College

Teacher Level 3 \$59,730 - \$65,730, Canberra (PN. 4091)

Closing date: 22 November 2001

Duties: Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the college.

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

Contact Officer: John See (02) 6205 6222

Selection documentation may be obtained from the Contact Officer (02) 6205 6222

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Campbell High School

Teacher Level 3 \$59,730 - \$65,730, Canberra (PN. 4113)

Closing date: 22 November 2001

Duties: Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff and to provide general administrative support throughout the school.

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

Contact Officer: Bob Nield (02) 6205 6344

Selection documentation may be obtained from to Contact Officer (02) 6205 6344

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Erindale College

Teacher Level 3 \$59,730 - \$65,730, Canberra (PN. 4249)

Closing date: 22 November 2001

Duties: Provide highly effective professional leadership and management, including implementation of student and staff services policies and program in a range of dynamic educational settings.

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

Contact Officer: Michael Bradley (02) 6205 8145

Selection documentation may be obtained from Annette Hales (02) 6205 8151

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Evatt Primary School

Teacher Level 2 \$58,500, Canberra (PN. 2238)

Closing date: 22 November 2001

Duties: Provide leadership in curriculum and student management. Coordinate and manage special needs and whole school activities.

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

Contact Officer: Jan Day (02) 6205 5999

Selection documentation may be obtained from the Contact Officer (02) 6205 5999

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

EMPLOYMENT (Continued)**Education and Training Division
School Curriculum and Assessment Branch
Literacy and Numeracy Team**

Executive Teacher Level 2 \$58,500, Canberra (PN. 2559)

Closing date: 22 November 2001

Duties: ESL Policy and Program Coordinator. Provide professional leadership and support to school and other sections of the Department in all matters relating to ESL policy and service delivery for non-English speaking background students; provide advice on matters relating to ESL programs including the formulation and implementation of policy and all aspects of Department and Commonwealth ESL programs; liaise with Government and non-Government agencies; manage February and July ESL census and provide ongoing support to ESL teachers for the ESL identification and moderation process and use of the ESL database; support and participate in projects as part of the Literacy and Numeracy team and provide leadership as executive officer for the School's Equity Fund Advisory Group.

Contact Officer: Barbara Richardson (02) 6205 9179

Selection documentation may be obtained from Diane Harris (02) 6205 8296

Apply: 12 or via email:

decs_employment@act.gov.au

CC: 148-9013-16917

**Children's, Youth and Family Services Division
Child Health and Development Service Section**

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

Closing date: 22 November 2001

Duties: Provide a clear point of contact for the community that will take responsibility for general enquires and for providing information about Child Health and Development Service (CHADS) and other agencies as appropriate. Identify appropriate referrals for CHADS Early Intervention Service and regional teams and provide information on speech pathology and physiotherapy drop-in clinics.

Eligibility/other requirements: Tertiary qualifications in one of the following allied health disciplines: Occupational Therapy, Physiotherapy, Speech Pathology, Social Work or Psychology. Eligibility for registration in the ACT.

Note: These positions are permanent part time at 18:22 hours per week.

Contact Officer: Pauline Brown (02) 6205 1277

Selection documentation may be obtained from Kim Gardiner (02) 6205 1277

Apply: 12 or via email:

decs_employment@act.gov.au

CC: 148-9013-16917

Kaleen High School

Administrative Service Officer Class 5,

\$41,825 - \$44,349, Canberra (PN. 520)

Closing date: 22 November 2001

Duties: In consultation with the Principal be responsible for the non-academic administration of the school including: providing effective customer service to both internal and external clients; co-ordinate, supervise, deploy, support and train

administration staff; maximise the effective use of information technology within the constraints of the hardware and software available; manage and develop financial and administrative systems, prepare budgets, estimates and financial returns.

Contact Officer: Lance Chapman (02) 6205 5811

Selection documentation may be obtained from Robyn Tilley (02) 6205 6047

Apply: 12 or via email:

decs_employment@act.gov.au

CC: 148-9013-16917

**Sport and Corporate Resources Division
Bureau of Sport and Recreation Branch
ACT Academy of Sport Section**

Administrative Service Officer Class 5

\$41,825 - \$44,349, (PN. 25002)

Closing date: 22 November 2001

Duties: Coach ACT Academy of Sport athletes undertaking strength training and sports conditioning. Design individualised strength training programs for scholarship athletes to achieve goals for a micro-cycle established in a yearly periodised plan, or the requests of a head coach.

Eligibility/other requirements: Accreditation or registration with a nationally recognised strength training specialist organisation highly desirable. Current first aid qualifications or willingness to obtain them.

Note: This position is part-time at 20 hours per week.

Contact Officer: John Mitchell (02) 6207 4404

Selection documentation may be obtained from the Contact Officer (02) 6207 4404

Available: ASAP to 31 December 2004

Apply: 12 or via email:

decs_employment@act.gov.au

CC: 148-9013-16917

Hawker Primary School

Administrative Service Officer Class 4

\$37,499 - \$40,714, Canberra (PN. 575)

Closing date: 22 November 2001

Duties: Manage all of the school's administrative and financial systems. Assist in the preparation of budgets; prepare estimates, financial returns and conduct regular expenditure reviews against approved allocations and prepare statements/ returns to show trends.

Contact Officer: Dianne Watt (02) 6205 7733

Selection documentation may be obtained from the Contact Officer (02) 6205 7733

Apply: 12 or via email:

decs_employment@act.gov.au

CC: 148-9013-16917

Stromlo High School

Information Technology Officer Class 1

\$36,310 - \$41,517, (PN. 7050)

Closing date: 22 November 2001

Duties: Responsibility for the development, implementation and operation of PC systems on LANS and WANS in a client focussed environment including; the building, maintenance and repair of hardware associated

EMPLOYMENT (Continued)

with the Stromlo High School student and ACTEDU networks; the implementation of software to assist in network management for use on the Stromlo High School student and ACTEDU networks; the updating and maintenance of Stromlo High School's IT asset data base.

Contact Officer: Jason Holmes (02) 6205 6434
 Selection documentation may be obtained from Richard Hedges (02) 6205 6137
 Available: ASAP for 12 months
 Apply: 12 or via email: decs.employment@act.gov.au
 CC: 148-9013-16917

Applications for the above positions should be forwarded to the Workforce Planning and Management, Level 2, Manning Clark Offices or via email: decs.employment@act.gov.au

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

CANBERRA INSTITUTE OF TECHNOLOGY

Education Delivery Program Faculty of Communication and Community Services

Communication, Media and Music
 Teacher Band II, \$63,709 Canberra (PN. 51885)
 Closing date: 22 November 2001
 Duties: Manage the Communication, Media & Music programs, develop, review & evaluate all educational programs.

Provide educational leadership in:

- quality of educational delivery
- supervision & professional development of staff
- professional control of student assessment
- teaching within the programs offered
- maintenance of technical equipment

Manage financial, human & physical resources to achieve performance targets

Liaise with industry, community & educational organizations

Apply CIT policy & principles in EEO, student equity, OH&S, ID & mandatory reporting

Eligibility/other requirements: **MANDATORY:** Appropriate academic qualifications in Education and in a discipline relevant to the Faculty.

Contact Officer: Robyne Sainsbery (02) 6207 4061

Selection documentation may be obtained from Dianne Carroll (02) 6207 4064

Apply: 37
 CC: 148-9024-17271

Education Delivery Program Faculty of Communication and Community Services

Department of Languages
 Teacher Band I (part time), \$37,400 - \$54,299, Canberra (PN. 51331, 51464, 51470 & 51788)
 Closing date: 22 November 2001

Duties: Successful applicants for these positions will be able to demonstrate:

- the ability to teach one or more languages other than English, including professional knowledge of the educational theories, practices and developments that support second language acquisition in an adult vocational education environment
- effective oral and written communication skills in one or more languages other than English
- the ability to help set the direction for language teaching at CIT.

Eligibility/other requirements:

MANDATORY: Appropriate tertiary qualifications relevant to teaching languages other than English. Possess or eligible to obtain a diploma in adult education from an Australian University or equivalent.

At least five years of relevant vocational/industrial experience OR possess such other qualifications and/or experience acceptable for the position.

Note: These positions are available for temporary transfer or temporary employment for two years with possible further extensions up to a maximum of five years in total. These part time positions will vary between 0.2 and 0.6 of a full time load. One position may include assisting the Head of Department with coordination of the Languages program.

Contact Officer: Michael Williams (02) 6207 4025

Selection documentation may be obtained from Kathy Simunic (02) 6207 4960

Apply: 37
 CC: 148-9024-17271

Education Delivery Program Faculty of Communication and Community Services Communication, Media and Music Industry Centre

Teacher Band I

Position Number: 51974, Canberra, \$37,400 - \$54,299 (3 Year Contract)

Duties: The Music Industry Centre (MIC) is a centre of educational excellence. We are looking for a creative and flexible person to teach and assist with co-ordination of our programs.

You will have:

- music teaching qualifications
- relevant experience in the contemporary music industry
- understanding of current trends in vocational education
- familiarity with current sound technology and software

Eligibility/Other requirements:

MANDATORY: Appropriate tertiary qualifications or equivalent experience. Possess or be eligible to obtain, appropriate qualifications in Adult Education.

EMPLOYMENT (Continued)

Teacher Band I

Position Number: 51161 and 51988, Canberra, \$35,425 - \$51,432 (3 Year Contract)

Duties: The Department of Communication and Media runs programs in Multimedia, Public relations, Event Management, Journalism, Communication and New media production. We are seeking several teachers to work across a range of programs.

You will have:

- relevant teaching qualifications
- experience in one or more of the fields above
- understanding of current trends in vocational education
- ability to utilise new media software in the workplace

Eligibility/other requirements: MANDATORY:

Appropriate tertiary qualifications or equivalent in teaching Communication and Media. At least five years of relevant vocational/industrial professional or possess such other qualifications and/or experience acceptable for the position.

Note: These positions are available for temporary transfer or temporary employment for 3 years with possible extensions up to a maximum of 5 years.

Closing date: 22 November 2001

Contact Officer: Robyne Sainsbery
(02) 6207 4061

Selection documentation may be obtained from
Dianne Carroll (02) 6207 4064

Apply: 37

CC: 148-9024-17271

Office of the Chief Executive

Public Relations and Strategic Management

Public Affairs Officer Grade 2,

\$47,283 – \$53,731, Canberra (PN. 54934)

Closing date: Thursday 22 November 2001

Duties: Under limited direction undertake and coordinate public affairs activities including: prepare and produce newsletters for internal and external distribution; prepare media releases and editorials for publication, and liaise with media as required; prepare brochures, posters and presentation materials using advanced software packages; provide technical advice on public relations; research, write and layout material for corporate publications and exercise quality control over area of responsibility.

Mandatory:

A degree or diploma or post graduate diploma with a major in one or more of the following areas: journalism, editing, communications, public relations, marketing, press photography, television/radio production, film/video production, creative/graphic art design, from an Australian tertiary institution, or a comparable overseas qualification which, in the opinion of the Public Relations Manager, is appropriate to the duties of the office.

Other:

Current driver's licence.

Note: This position is a permanent full-time position.

Contact Officer: Jim Roberts (02) 6207 3332
Selection documentation may be obtained from
Elza Gillogly (02) 6207 3393

[e-mail:elza.gillogly@act.gov.au](mailto:elza.gillogly@act.gov.au)

Apply: 11

CC: 148-9024-17904

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

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

ACT Corrective Services

Community Service Order

Administrative Service Officer Class 3

\$33,644 – \$36,310, Canberra (PN.10190)

Closing date: 22 November 2001

Duties: Supervise a caseload of offenders on community service orders. Assess, recruit and support community agencies in the provision of suitable work for people performing community service orders. Facilitate the orientation program to assess and place offenders appropriately in community agencies. Maintain files, records and statistical data necessary for the efficient administration of the Unit and provide administrative support including the preparation of breach documents and termination certificates. Participate in the development of policy and procedures relating to the Community Service Orders Unit.

Eligibility/other requirements: A current drivers licence and First Aid Certificate is essential.

The successful applicant will be required to undergo a criminal record check.

Contact Officer: Lea Huber (02) 6207 1573

Selection documentation may be obtained from
Jeanette Barnes (02) 6207 0853

Apply: 28

CC: 148-9012-16898

Office of the Community Advocate

Guardianship/Forensic/Mental Health

Administrative Service Officer Class 6

\$45,171 – \$51,888, Canberra (PN.1737)

Closing date: 22 November 2001

Duties: The Office of Community Advocate is currently seeking the services of a highly qualified person who has well developed communication skills to effectively and respectfully engage with people with intellectual, mental or physical disabilities. It is expected that you will have well developed representation skills and demonstrated knowledge of the disability and mental health fields. The ability to quickly acquire a working knowledge of the principles and provisions of relevant legislation is also necessary.

The role and functions of the Office of the Community Advocate (OCA) involve people with impaired decision making ability. The Community Advocate's responsibilities relate to the protection of the rights and representing the

EMPLOYMENT (Continued)

interests of children and people with a disability including the frail aged, in the context of Courts and Tribunal and with agencies providing services.

Eligibility/other requirements: You will need to be energetic and innovative and have the capacity to work professionally under pressure with very vulnerable citizens of our community.

Contact Officer: Brian McLeod (02) 6207 0707
Selection documentation may be obtained from Michelle Mico (02) 6207 0707

Apply: 28

CC: 148-9012-16912

Office of the Community Advocate

Administrative Service Officer Class 3
\$33,644 – \$36,310, Canberra (PN.43604)

Closing date: 22 November 2001

Duties: Provide the Office of the Community Advocate with respectful, client focussed telephone and counter reception services. Provide the Office of the Community Advocate with a range of administrative tasks, including a combination of the following:

- . Recruitment, establishment and personnel coordination;
- . Arrange travel and training and manage training data base;
- . Undertake general purchasing duties;
- . Maintain Petty Cash advance and
- . Undertake data entry.

Provide the Community Advocate with personal assistance and professional support.

Contact Officer: Monique Machutta
(02) 6207 0707

Selection documentation may be obtained from Jacinta Telford (02) 6207 0707

Apply: 28

CC: 148-9012-16912

DEPARTMENT OF URBAN SERVICES**ACT Records Services**

Administrative Service Officer Class 6
\$45,172 - \$51,888, Canberra (Several Positions)

Closing date: 22 November 2001

Duties: The occupants of these positions will develop and implement policies, procedures and guidelines for archives and records management within ACT Records Services.

They will have well demonstrated communication skills and the ability to develop and deliver training programs for staff.

Contact Officer and Selection documentation:

David Wardle (02) 6207 0194 or
david.wardle@act.gov.au

Or from the recruitment home page:

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

Apply: 34

CC: 148-9017 17032

Corporate Group**Human Resources Branch****Personnel Section**

Administrative Service Officer Class 6

\$45,172 - \$51,888, Canberra (PN. 12739
Expected Vacancy)

Closing date: 22 November 2001

Assistant Personnel Manager

Duties: We are looking for a highly motivated and innovative person to manage the day to day operations of a unit undertaking salary processing and Personnel related activities.

The successful applicant will have strong leadership and client service skills, and an ability to develop and motivate staff. They will also have a keen interest in fostering a forward thinking and business focussed culture within the section. Working in partnership with the Manager, this position will provide opportunities to develop existing or gain new skills in the areas of staff management, training, budgeting, and a wider range of Human Resource initiatives and activities.

Eligibility/other requirements: Experience with an automated Human Resource Management System is desirable.

Contact Officer and Selection documentation:

Katherine McMahon (02) 6207 5912 or
katherine.mcmahon@act.gov.au

Or from the recruitment home page:

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

Apply: 34

CC: 148-9017 17224

Operations Group**City Operations Branch****Road User Services Section****Review Office Subsection**

Administrative Service Officer Class 4 \$37,499-\$40,715, Canberra (PN. 10885)

Closing date: 22 November 2001

Duties: Under general direction, use sound judgement and knowledge of Road Transport legislation to assess Parking Infringement disputes and refer disputes to the Magistrates Court as appropriate. Represent the Road Transport Authority at meetings, the Magistrates Court and the Administrative Appeals Tribunal.

Contact Officer: Rebecca Clark (02) 6207 9729 or
rebecca.clark@act.gov.au

Selection documentation may be obtained from Helen Williams (02) 6207 7033 or

helen.williams@act.gov.au

Or from the recruitment home page:

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

Apply: 34

CC: 148-9015 17013

Planning and Land Management Group**PALM Executive****Corporate Resources Section**

Administrative Service Officer Class 6
\$45,172 - \$51,888, Canberra (PN. 1723)

Closing date: 22 November 2001

Duties: The Corporate Resources Section is seeking applications from suitably qualified individuals to fill the position of Administrative Officer. The successful applicant will be required to undertake various finance and budgeting activities, as well as be a key player in implementing PALM's new procurement framework. Applicants should have the ability to communicate effectively at all levels of the organisation, along with relevant experience in a finance role in either the government or private sector.

EMPLOYMENT (Continued)

Eligibility/other requirements: Formal qualifications or progress towards a commerce, accounting or business degree is desirable.
 Contact Officer: Ian Sakkara (02) 6207 1650 or ian.sakkara@act.gov.au
 Selection documentation may be obtained from Winnie Tse (02) 6207 1660 or winnie.tse@act.gov.au
 Or from the recruitment home page: <http://www.act.gov.au/urbanservices/recruit.html>
 Apply: 34
 CC: 148-9020 17643

Operations Group
City Operations Branch
Urban Ranger and Approval Services Section
Domestic Animal Services Subsection
 Administrative Service Officer Class 3
 \$33,644 - \$36,311, Canberra (Several Positions)
 Closing date: 22 November 2001
 Duties: Under general direction as a Customer Service Officer, deal with telephone enquiries and complaints associated with domestic animal control, dog attacks and animal nuisance. Provide customer services at a public counter including receiving public monies, impounding and releasing animals.
 Eligibility/other requirements: Possession of a current drivers' licence.
 Note: These positions were advertised in the Gazette and on the Urban Services web site on 25/10/01. However the incorrect Selection Criteria was attached to the web site ad. This has now been corrected. Previous applicants will need to ensure they have responded to the correct Selection Criteria. Applications for these positions will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions. The outcome of the recruitment process is non-appellable.
 Contact Officer and Selection documentation: Michael Lawrence (02) 6207 2366 or michael.lawrence@act.gov.au
 Or from the recruitment home page: <http://www.act.gov.au/urbanservices/recruit.html>
 Apply: 34
 CC: 148-9015 17028

Appointments

THE CANBERRA HOSPITAL

Administrative Service Officer Class 3
\$32,758 - \$35,353
 Jenni Wallace: 740-99023, Section 68, 25 October 2001
 CC: 1308

ACT COMMUNITY CARE

Disability Support Officer Level 1
\$27,794 - \$28,907
 Peter Graham: 741-05550, Section 68(1), 25 October 2001
 CC: 148-9009-16861

Disability Support Officer Level 1
\$27,794 - \$28,907
 Arouma Matautia: 741-05972, Section 68(1), 25 October 2001
 CC: 148-9009-16861

Disability Support Officer Level 1
\$27,794 - \$28,907
 Patricia Ward: 741-05999, Section 68(1), 25 October 2001
 CC: 148-9009-16861

Disability Support Officer Level 1
\$27,794 - \$28,907
 Emma Fafie: 741-06043, Section 68(1), 25 October 2001
 CC: 148-9009-16861

Disability Support Officer Level 1
\$27,794 - \$28,907
 David Wurzer: 741-01760, Section 68(1), 25 October 2001
 CC: 148-9009-16861

Disability Support Officer Level 1
\$27,794 - \$28,907
 Dianne Fitzgerald: 741-05665, Section 68(1), 25 October 2001
 CC: 148-9009-16861

Dentist Level 2
\$57,146 - \$76,013
 Ahmad Hassan: 741-03969, Section 68(1), 26 October 2001
 CC: 148-9009-16860

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

DEPARTMENT OF URBAN SERVICES

Administrative Service Officer Class 5
\$42,170 - \$44,353
 Sally Peters: AGS No 757-53445 Section 68(1), 29/10/01
 CC: 148-9015 20686

Technical Officer Level 3 \$38,951 - \$44,192
 Gregory John Skaines: AGS No 767-83347 Section 68(1), 29/10/01
 CC: 148-9019 17040

DEPARTMENT OF TREASURY

Administrative Service Officer Class 4,
 \$37,499 - \$40,714p.a
 Melinda Sarah Giles, AGS No: 757-49008
 Section 68
 31 October 2001
 Finance and Investment Group, ACT Department of Treasury
 CC: 148-9031-17253

EMPLOYMENT (Continued)

INDEPENDENT COMPETITION AND REGULATORY COMMISSION

Senior Officer Grade C, \$61,666p.a
James Newton Browne, AGS No: 769-10131
Section 68
31 October 2001
Independent Competition And Regulatory
Commission
CC: 148-9031-18555

CULTURAL FACILITIES CORPORATION

Senior Professional Officer Class B,
\$68,223 - \$76,802
Ian Stephenson: AGS Number 771-58906,
Section 68(1), 5 November 2001
CC: 148-9008-16850

Transfer

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

Karen Ingrid Tatz: 738-48512
From: Legal 1, \$34,662 - \$71,069
Department of Justice and Community Services
To: Senior Officer Grade C, \$57,191-61,666
Health Complaints Unit, Department of Health,
Housing and Community Care, Canberra (PN.
29352) (Gazette No. 32, 9 August 2001)
CC: 148-9011-17782

DEPARTMENT OF URBAN SERVICES

D. M. J. Heins: AGS No 259-48631
From: Senior Officer Grade B \$67,576 - \$76,073
Land and Property, Urban Services
To: †Senior Professional Officer Grade C
\$57,192 - \$61,666
Planning Policy Section, Territory Planning
Branch Urban Services, Canberra (PN. 15052)
(Gazette 34, 23/8/01)
Note: This is a transfer on reduction.
CC: 148-9020 16924

G. M. Brewster: AGS No 736-95907

From: Broadband 3 \$32,508-\$45,113
Australian War Memorial
To: †Professional Officer Class1
\$31,501 - \$44,191
ACT Library and Information Services Section,
Urban Services, Canberra (PN. 46058)
(Gazette 14, 5/4/01)
Note: This transfer is a transfer on reduction
and is made as an appointment under Section
115 of the Public Sector Management Act 1994
and is a deemed transfer.
CC: 148-9037 17018

DEPARTMENT OF TREASURY

P. Ogdan AGS No 517-48617
From: Centrelink 4, \$59,998 - \$81,062
From: Centrelink
To: Senior Professional Officer Grade A
\$78,481
(PN: 43388)

General Analysis, Financial and Budgetary
Management Branch, ACT Department of
Treasury
30 August 2001

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

CC: 148-9042-17765

Promotions

Promotions under the *Public Sector Management Act 1994*

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

A. APPEALS

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

- * 'non-appealable promotions' which generally are promotions to classifications where the maximum salary of the position is equal to or greater than the minimum salary of a Senior Officer Grade C (these should be identified with a dagger symbol (†) in the 'Promotions' section of the *Gazette*);
- * promotions made in accordance with the recommendation of a Joint Selection Committee (JSC) established under section 88 of the Act, or the unanimous recommendation of a JSC established under section 89 of the Act; or
- * promotions made as a result of officers passing certain exams or completing certain training, as defined in section 97 or 98 of the Act.

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

YOU MAY ALSO APPEAL IF:

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

EMPLOYMENT (Continued)

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.

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/selector;
- 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.

EMPLOYMENT (Continued)

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 deadline 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;
 - (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.

EMPLOYMENT (Continued)

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*.

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.

EMPLOYMENT (Continued)

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

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

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

THE CANBERRA HOSPITAL**Medical SMT****Ward 6A**

Catherine Ann Cliff

From: Registered Nurse Level 1

\$32,664 - \$42,332

The Canberra Hospital

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

Ward 6A, The Canberra Hospital Canberra

(PN.22259) (28.06.01)

CC: 1791

Pathology Services**Pauline Horan :261-25485**

From: Administrative Service Officer Class 3

\$32,758 - \$35,353

Anatomical Pathology

To: Administrative Service Officer Class 4

\$36,510 - \$39,641

Anatomical Pathology, The Canberra Hospital,

Canberra (PN.27059) (4/10/01)

CC: 3124

Pathology Services**Khin Win 715-60339**

From : Administrative Service Officer Class 2,

\$28,760 - \$31,892

Pathology Services

To : Information Technology Officer Class 1,

\$35,353 - \$40,423

Pathology Services, The Canberra Hospital,

Canberra (PN 28780) (29/9/01)

CC: 3124

ACT COMMUNITY CARE**Integrated Health Care Program****Intake Assessment Team****Kyleen Slatyer: 740-91603**

From: Professional Officer Class 1

\$30,761 - \$43,155

ACT Community Care

To: Professional Officer Class 2

\$44,111 - \$49,298

Integrated Health Care Program, ACT

Community Care, Canberra (PN. 29046)

(12 July 2001)

CC: 148-9009-17798

Integrated Health Care Program**Intake Assessment Team****Laura Taylor: 740-94505**

From: Professional Officer Class 1

\$30,761 - \$43,155

ACT Community Care

To: Professional Officer Class 2

\$44,111 - \$49,298

Integrated Health Care Program, ACT

Community Care, Canberra (PN. 28253)

(12 July 2001)

CC: 148-9009-17798

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**Children's, Youth and Family Services Division****Family Services Branch****Substitute Care Services Section****Paul Dominic Wyles: 607-69903**

From: Professional Officer Class 2

\$43,980 - \$49,151

The Canberra Hospital

To: Senior Professional Officer Grade B

\$67,576 - \$76,073

Substitute Care Services Section, Department

Education and Community Services, Canberra

(PN. 11506) (No 44, 9 November 2000)

CC: 148-9013-16917

Theodore Primary School**Wendy Jolliffe: 729-04375**

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

Department of Education and Community Services

To: † Teacher Level 2 \$58,500

Theodore Primary School, Department of

Education and Community Services, Canberra

(PN. 3748) (31, 2 August 2001)

CC: 148-9013-16917

Hawker College**Carmel Auguszczak: 336-74503**

From: Administrative Service Officer Class 5

\$41,825 - \$44,349

Chief Minister's Department

To: Administrative Service Officer Class 6

\$45,171 - \$51,888

Hawker College, Department of Education and

Community Services, Canberra (PN. 31794)

(No 35, 30 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.

ACT Government Solicitor's Office**Government Law Section****Christine Petrie: 747-85613**

From: Administrative Service Officer Class 2

\$29,539 - \$32,755

ACT Government Solicitor's Office

To: Administrative Service Officer Class 3

\$33,644 - \$36,310

EMPLOYMENT (Continued)

ACT Government Solicitor's Office, Canberra
(PN.42632) ()
CC: 148-9012-16909

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.

Corporate Group**Human Resources Section****Workplace Relations Subsection****J. L. Eccles: AGS No 033-35762**

From: Administrative Service Officer Class 6
\$45,172 - \$51,888
Urban Services

To: †Senior Officer Grade C \$57,192 - \$61,666
Human resources Section Urban Services,
Canberra (PN. 10461) (Gazette 38, 20/9/01)
CC: 148-9017 16954

Operations Group**Information Planning and Services Branch
ACT Library and Information Services Section
L. Dennis: AGS No 527-78666**

From: Administrative Service Officer Class 3
\$33,644 - \$36,310
Urban Services

To: Administrative Service Officer Class 4
\$37,499 - \$40,715

ACT Library and Information Services Section
Urban Services, Canberra (PN. 46066) (Gazette
36, 6/9/01)

Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.

CC: 148-9037 17018

P. A. Anderson: AGS No 527-21096

From: Administrative Service Officer Class 2
\$33,644 - \$36,310
Urban Services

To: Administrative Service Officer Class 4
\$37,499 - \$40,715

ACT Library and Information Services Section
Urban Services, Canberra (PN. 46064) (Gazette
36, 6/9/01)

Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.

CC: 148-9037 17018

DEPARTMENT OF TREASURY**L. C. Rauter AGS No 729-42910**

From: Senior Officer Grade C,
\$57,191 - \$61,666p.a
From: ACT Department of Treasury

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

General Analysis, Financial and Budgetary
Management Branch, ACT Department of
Treasury

To: (PN: 55349)

30 August 2001

CC: 148-9042-17765

S Kennedy AGS No 545-56637

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

From: ACT Department of Treasury

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

General Analysis, Financial and Budgetary
Management Branch, ACT Department of
Treasury

To: (PN: 3064)

30 August 2001

CC: 148-9042-17765

Retirements and dismissals

DEPARTMENT OF URBAN SERVICES

Section 143 Public Sector Management Act:

Warwick MacRobert Lavers, Senior Officer
Grade B, 19/10/01

CC: 148-9015 20686

Section 143 Public Sector Management Act:

Christina Merry, Administrative Service Officer
Class 3, 22/10/01

CC: 148-9021 16944

Forfeiture of Office

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES**

Section 221(2) Public Sector Management Act:

Andrew Geoffrey Holt, Teacher Level 1, 13
September 2001

CC: 148-9013-16917

Corrigenda

Environment ACT**Parks and Conservation Service**

Gazette of 1/11/01

Position number 13501 Ranger 3 was
advertised in the Gazette of 1/11/01 without the
following:

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

CC: 148-9028 17218

EMPLOYMENT (Continued)

ACT Public Service Index of addresses

| | | | |
|----|---|----|---|
| 05 | The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601 | 37 | The Recruitment Officer Faculty of Communication and Community Services Canberra Institute of Technology GPO Box 826 Canberra City ACT 2601 |
| 06 | Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601 | | |
| 07 | Recruitment Officer, Calvary Public Hospital, PO Box 254, Jamison Centre, ACT 2614 | | |
| 08 | Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901 | | |
| 09 | Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911 | | |
| 11 | The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601 | | |
| 12 | Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901 | | |
| 13 | Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605 | | |
| 16 | Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606 | | |
| 17 | Resource Advisor, Business Services Bureau, Department of Health, Housing and Community Care, PO Box 11, Woden ACT 2606 | | |
| 18 | The Personnel/ HR Officer, 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. | | |

GOVERNMENT NOTICES



AUSTRALIAN CAPITAL TERRITORY

OCCUPATIONAL HEALTH AND SAFETY ACT 1989

DECLARATION

Under Section 39(2) of the *ACT Occupational Health and Safety Act 1989*, I declare that, an application by G E Shaw & Associates Pty Ltd, Section 39 of the *Act* applies to Engineering House, Block 5, Section 12 BARTON ACT.

Jocelyn Plovits
Commissioner

Date: 30 October 2001

