



Australian Capital Territory

# Gazette

No. 47, Thursday 22 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

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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](http://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](http://www.publishing.act.gov.au/pub/gazette/p&d.pdf). Alternatively, you may obtain a hard copy listing by contacting the gazette office.

### Private Notices

The fee for a private notice is as follows:

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

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

### Purchasing and Subscriptions

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

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## EMPLOYMENT

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### ACT Public Service

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### Executive Contracts

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#### Appointment

#### CHIEF MINISTER'S DEPARTMENT

Mark Jensen  
 Director  
 Marketing and Communications  
 Canberra Tourism and Events Corporation  
 (E211)  
 Section 72 Public Sector Management Act 1994

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### General Information

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#### 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.

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### Vacancies

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#### 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 Services Planning

Administrative Service Officer Class 6  
 \$45,171 - \$51,888 Canberra (PN. 29553)  
 Closing date: 6 December 2001  
 Duties: This position is part of a team responsible for the service planning and development of acute care and hospital services for the ACT, including tertiary level services for the surrounding region.  
 Contact Officer: Melissa Burton (02) 6205 0835  
 Selection documentation may be obtained from Matt Chamberlain (02) 6205 0795  
 Apply: 23  
 CC: 16888

#### THE CANBERRA HOSPITAL

#### VALUES

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

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

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

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

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

## EMPLOYMENT (Continued)

**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

#### Woden Mental Health

Professional Officer Class 2 / Registered Nurse Level 3 \$43,980 - \$49,151 / \$48,200 - \$51,307, Canberra (PN. TBA)

Closing date: 6<sup>th</sup> December 2001

Duties: As a member of a multidisciplinary team, undertake complex assessment, treatment and case management of clients with moderate to severe acute and long term mental illness; provide clinical expertise in regard to specific discipline skills within the multidisciplinary team reviews; actively liaise with families, carers and other agencies.

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.

Note: This is a temporary full time vacancy available immediately until September 2002 with a possibility of extension.

Contact Officer: John Reinhard (02) 6205 1488  
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580

Apply: 16

CC: (2227)

### Mental Health Services

#### Throsby Place Eating Disorders Program

Professional Officer Class 2 - Dietician \$43,980 - \$49,151, Canberra (PN. TBA)

Closing date: 6 December 2001

ACT Mental Health Services is seeking a Dietician to work part time in a recently established eating disorders service in the ACT. The eating disorders program provides service to individuals and families affected by anorexia nervosa, bulimia nervosa and other eating disorders.

The successful applicant will be a competent individual who has experience in the treatment of clients with eating disorders, will have a biopsychosocial perspective and a high level of initiative and interpersonal skill. The successful applicant will be responsible for conducting nutritional assessments, developing individualised meal plans and nutritional counselling.

Eligibility/other requirements: Tertiary qualification or equivalent in Dietetics and/or eligibility for membership of the Dietetics Association of Australia. Clinical experience in

the area of eating disorders with a well developed knowledge of clinical and therapeutic issues highly desirable.

Note: This is a temporary part time vacancy available for six months at 0.5 FTE (36:45 hours per fortnight)

Selection may be made on the basis of written application and referee reports only.

Contact Officer: Catherine Livermore (02) 6205 1519

Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580

Apply: 16

CC: (2213)

### Mental Health Services and Disability Program Dual Disability Service

Senior Professional Officer Grade C (Team Leader – Part Time)

\$55,684 - \$60,040

Professional Officer Class 2 / Registered Nurse Level 3

(Monday – Friday)

\$43,980 - \$49,151 / \$48,200 - \$51,307

Professional Officer Class 1 / Registered Nurse Level 2

(Two Positions – rotating roster)

\$30,669 - \$43,027 / \$43,711 - \$46,474

Closing date: 6 December 2001.

ACT Mental Health Services and the Health and Community Care Disability Program have worked together to develop a joint program for the management of consumers with a dual disability. The seven day per week program has been established to ensure this consumer group can receive appropriate and targeted support in their environment achieving a balance of support/care and clinical interventions.

Mental Health Services are seeking highly motivated staff to establish this dynamic team. Staff required are a part time (0.5) SPOC (Team Leader), one PO2/RN3 (Monday to Friday) and two PO1/RN2 (seven day rotating). The successful applicants will be supported through MHS clinical supervision, staff development and will have access to specialised skills training. The opportunity to rotate through other components of MHS will be available to ensure maintenance of skill levels, work diversity and integrated care.

Interventions will be delivered within the Disability Program in a collaborative manner with Mental Health Services.

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.

Contact Officer: Amanda Urbanc

(02) 6205 1048 / 0418 223 998

Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580

Apply: 16

CC: (2226)

**EMPLOYMENT (Continued)****Medical SMT  
Gastroenterology**

Research Assistant/ Research Officer  
\$32,625 - \$44,274, Canberra (PN. 91987)  
Closing date: 6 December 2001

Duties: Develop and maintain bacterial clones encoding recombinant proteins. Develop and maintain mammalian cells expressing recombinant proteins. Maintain and further develop an inventory of laboratory equipment and consumables.

Eligibility/other requirements: A position at the level of Research Assistant will require an honours degree with the level of remuneration dependent on research experience. is required. A position at the level of Research Officer will require a higher degree in a relevant area.

Note: The position will be filled at either the Research Assistant or Research Officer depending on qualifications and experience. Please note that this is a grant-funded position available for a 12 month period from 23 January 2002 to 22 January 2003, with the possibility of an extension.

Contact Officer: Dr Doug Taupin (02) 6244 2195  
Selection documentation may be obtained the Human Resource Management Group  
(02) 6244 2566  
Apply: 16  
CC: 1630

**Surgical SMT**

Administrative Service Officer Class 6  
\$43,980 - \$50,520 Canberra (NP)  
Closing date: 6 December 2001

Duties: Prepare all financial journals, EFT payments, accrual journals and other journals as required.

Prepare a variety of invoices for payment. Utilise the Perspect HRM system, to ensure that staffing information is correct and prepare Associated journals and reports as required. Eligibility/other requirements: Accounting qualifications or significant progress towards them highly desirable.

Contact Officer: Ms Kimberley Pierce  
(02) 6244 2027  
Selection documentation may be obtained the Human Resource Management Group  
(02) 6244 2566  
Apply: 16  
CC: 1911

**Medical Imaging**

Radiology  
Professional Officer Class 2 \$30,669 - \$43,027  
Canberra (28815)

Closing date: 6 December 2001  
Duties: Perform aspects of diagnostic Radiography as required and MRI Scanning while observing departmental protocols and radiation protection measures at all times. Carry out all MRI safety procedures relevant to patients, personnel and equipment. Participate in weekend, out of hours and on-call rosters as required.

Eligibility/other requirements: Eligibility for membership of the Australian Institute of Radiography.  
Note: This is a Part-time position, two days per week (Thursday and Friday) unless amended by The Canberra Hospital  
Contact Officer: Ms Di Lane (02) 6244 2159  
Selection documentation may be obtained the Human Resource Management Group  
(02) 6244 4168  
Apply: 16  
CC: 2713

**ACT COMMUNITY CARE****Child Youth & Women's Health Program  
BreastScreen Data Manager**

Senior Officer Grade C \$55,850 - \$60,219,  
Canberra (PN. 29199)  
Closing date: 6 December 2001

Duties: BreastScreen ACT provides services to the ACT & South East NSW region. The program utilises a customised database for client registration, bookings and for clinician monitoring and reporting requirements. The data manager also supervises the office staff and is responsible for the relationship between the administration and clinical areas.

We are looking for a person who is a team player, with excellent communication skills and who has experience in access databases.  
Contact Officer: Alice Jones (02) 6205 1540  
Selection documentation may be obtained from Brenda Wiggett (02) 6205 2143  
Email [brenda.wiggett@act.gov.au](mailto:brenda.wiggett@act.gov.au)  
Apply: 21  
CC: 148-9009-16857

**Child, Youth & Women's Health Program  
BreastScreen Program**

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

Closing date: 6 December 2001  
Duties: The ACT BreastScreen program is an accredited BreastScreen program that screens approximately 20,000 women a year in the ACT & South East NSW region. It also provides assessment services several times a week. All mammography training is included in the conditions of employment including costs associated with interstate training.

We are looking for a person who would like to join our dedicated team of professionals who provide an exemplarily service to the women in the ACT and surrounding region. Assistance with interstate relocation may be considered. Eligibility/other requirements: Applicants must have a statement of accreditation in Diagnostic Radiography from the Australian Institute of Radiography, or its recognised equivalent  
Note: Full time, Part time, Permanent/temporary and casual work available  
Contact Officer: Joy Bevan (02) 6205 1932  
Selection documentation may be obtained from Danielle May (02) 6205 1085  
Apply: 21  
CC: 148-9009-16857

**EMPLOYMENT (Continued)****Integrated Health Care  
Link Team**

Administrative Service Officer Class 2  
\$28,845 - \$31,986, Canberra (PN. 28273)  
Closing date: 6 December 2001  
Duties: The successful applicant will be required to work as part of a multidisciplinary team providing reception duties, clerical support and administrative duties as directed to support the Canberra Hospital Link Team.  
Eligibility/other requirements: Proven keyboard and computer skills and a knowledge of medical highly desirable.  
Contact Officer: Rebecca Todd (02) 6207 7057  
Selection documentation may be obtained from Helen Smith (02) 6205 1297  
Apply: 21  
CC: 148-9009-17798

**Integrated Health Care Program  
The Canberra Hospital, Physiotherapy  
Hydrotherapy**

Professional Officer Class 2 \$44,111 - \$49,298, Canberra (PN. 28674)  
Closing date: 13 December 2001  
Duties: The successful applicant will provide direct patient care to individuals and hydrotherapy groups at The Canberra Hospital. Musculoskeletal skills and hydrotherapy/rheumatology experience highly desirable.  
Eligibility/other requirements: An appropriate degree or diploma in Physiotherapy and eligibility for ACT registration.  
Contact Officer: June Gunning (02) 6244 2154  
Selection documentation may be obtained from Kerry Kent (02) 6244 2154  
Apply: 21  
CC: 148-9009-17798

**Integrated Health Care Program  
The Canberra Hospital, Physiotherapy  
Orthopaedic Discharge Service**

Professional Officer Class 2 \$44,111 - \$49,298, Canberra (PN. 28776)  
Closing date: 13 December 2001  
Duties: The successful applicant will provide direct patient care to acute surgical and medical patients at The Canberra Hospital, assist in discharge and provide a domiciliary service post discharge. This position will be part of the Orthopaedic Team but will liaise closely with HITH and LINK.  
Eligibility/other requirements: An appropriate Degree or Diploma in Physiotherapy and eligibility for ACT registration. Current drivers licence.  
Note: Temporary vacancy, full time for 12 months Feb 2002 – Feb 2003  
Contact Officer: June Gunning (02) 6244 2154  
Selection documentation may be obtained from Kerry Kent (02) 6244 2154  
Apply: 21  
CC: 148-9009-17798

**Dental Health Program**

Principal Dental Officer \$80,118, Canberra (PN. 28384)  
Closing date: 6 December 2001  
Duties: Working as part of a management team to ensure the Dental Health Program provides high quality services within the context of a

primary health care model. Working as part of a management team to ensure the Dental Health Program efficiently and effectively manages resources. Providing high level clinical competence in the assessment, treatment and coordination of client services. Developing oral health policy and providing advice to senior management on clinical issues. Professional leadership of a multidisciplinary team providing dental services. Please submit a brief expression of interest in writing.  
Eligibility/other requirements: Mandatory qualifications apply.  
Note: This is a temporary vacancy effective from 27 December 2001 until 1 May 2002.  
Contact Officer: Jenelle Reading (02) 6205 0989  
Selection documentation may be obtained from Jantsen Lam (02) 6205 1088  
Apply: 21  
CC: 148-9009-16860

**Child Youth & Women's Program  
Women's Health Service**

**Professional Officer Class 2**  
**\$44,111 - \$49,298 pa**  
**Administrative Officer Class 6**  
**\$44,111 - \$50,670**  
**Counsellors – two positions to be filled at one of the above levels**  
Closing date: 6 December 2001  
Duties: The Women's Health Service provides counselling services to women. The successful applicant will work within a multidisciplinary team to provide trauma and general counselling services. Recent experience in domestic violence, sexual abuse and other issues related to women is essential. Participate and undertake group and community activities promoting the wellbeing of women. An ability to work in a team environment and a strong commitment to social justice in relation to women's issues is vital.  
Eligibility/other requirements: Mandatory qualifications apply for PO2 applicants, relevant tertiary qualifications are desirable for ASO6 applicants.  
Note: Part-time position 29:24 per week, temporary 12 month contract, immediate start. Full-time permanent position, vacant from February 2002.  
Contact Officer: Jenny Russell (02) 6205 1536  
[jenny.russell@act.gov.au](mailto:jenny.russell@act.gov.au)  
Selection documentation may be obtained from Brenda Wiggett (02) 6205 1543  
[brenda.wiggett@act.gov.au](mailto:brenda.wiggett@act.gov.au)  
Apply: 21  
CC: 148-9009-16857

**Dental Health Program  
Director of Dental Health**

Senior Officer Grade A \$74,685  
Senior Professional Officer Grade A \$74,685  
Registered Nurse Level 5.5 \$77,775  
Position no: 26044  
Closing date: 6 December 2001  
Care about Dental Health?  
ACT Community Care is the major provider of community based health and disability services in the ACT.  
We are looking for a suitably qualified and experienced senior manager to lead the Public Dental Program for the ACT community, which provides a broad range of health promotion,

**EMPLOYMENT (Continued)**

assessment and treatment services to children and adults. The program is in a period of growth with new services being developed, a dynamic quality action plan and substantial upgrading of facilities.

The postholder will join an experienced and supportive team of senior managers in ACT Community Care and lead a committed and skilled team of practitioners in delivering dental services in the ACT community.

Eligibility/other requirements: Postgraduate health administration/management or other relevant tertiary qualifications are highly desirable.

Contact Officer: Laurann Yen, Executive Director, Primary and Integrated Health Care (02) 6205 1212

Selection documentation may be obtained from Yasmin Barrington-Knight (02) 6205 1937

Apply: 21

CC: 148-9009-16860

**Integrated Health Care Program****Physiotherapy Services**

Professional Officer Class 1 \$30,761 - \$43,155, Canberra (PN. 20396)

Closing date: 6 December 2001

Duties: The successful applicant will provide direct patient care to inpatients and outpatients in a range of locations including The Canberra Hospital and community health centres. This rotational position will gain experience in a wide variety of clinical conditions.

Eligibility/other requirements: An appropriate degree or diploma in Physiotherapy and eligibility for ACT registration.

Note: Weekend work is a requirement.

Contact Officer: June Gunning (02) 6244 2154

Selection documentation may be obtained from Kerry Kent (02) 6244 2154

Apply: 21

CC: 148-9009-17798

**Disability Program****Psychologist**

Professional Officer Class 2 \$44,590 - \$49,833, Canberra (PN. 31288)

A vacancy exists for a suitably qualified person to work as part of a multi-disciplinary team providing psychology services to clients of the Disability Program.

Duties include:

- Assessing, planning, implementing and monitoring group and individual programs for people with disabilities including those related to behaviour management and personal skills development.
- Conducting and interpreting psychological assessments including those related to cognitive functioning, behaviour and functional skills.

Excellent team, client and communication skills are required. Experience with working with children and adults with disabilities is advantageous but not essential.

Eligibility/other requirements: Registration as a psychologist in the ACT

Selection documentation can be obtained by phoning: (02) 6205 0971

Contact Officer: Robynne Maher: (02) 6207 8088

Closing date: 30 November 2001

Apply: 21

CC: 148-9009-16861

**CALVARY HEALTH CARE ACT****Clare Holland House**

Calvary Administrative Officer 2  
\$28,845 - \$31,987, Canberra (PN. 8473)

Closing date: 29 November 2001

Duties: Provide reception services and general assistance to patients, visitors and Hospice Staff, including receiving and forwarding incoming telephone calls and answering telephone enquiries. Provide administrative assistance to the Administration Section.

Eligibility/other requirements:

Note: Part-time 50 hours per fortnight for a period of 8 months. TTY 6201 6127

Contact Officer: Sr Berenice Stubbs  
(02) 6273 0336

Selection documentation may be obtained from Sr Berenice Stubbs (02) 6273 0336

Apply: 07

CC: 148-9094-17781

**Patient Services**

General Service Officer 3 \$26,484 - \$27,387, Canberra (PN. 8315, 8317)

Closing date: 6 December 2001

Duties: Discharge of patients, terminally clean and remake beds. Carry out ward tidy in the prescribed manner, including cleaning of all non fixed items in patients wards.

Eligibility/other requirements:

Note: 8 and 12 hour shifts TTY 6201 6127

Contact Officer: Matt Garven (02) 6201 6440

Selection documentation may be obtained from Matt Garven (02) 6201 6440

Apply: 07

CC: 148-9094-17781

**Medical Services****Physiotherapy**

\*Senior Professional Officer C\$ NFP, Canberra (PN. 8702)

Closing date: 29 November 2001

Duties: This full time position works closely with the Director of Physiotherapy to provide high quality services across all clinical areas, serving both inpatients and outpatient caseloads.

Eligibility/other requirements: Registration with ACT Physiotherapy Registration Board. An appropriate degree or diploma in Physiotherapy (or equivalent).

Note: TTY 6201 6127

Contact Officer: Bev Gow-Wilson (02) 6201 6190

Selection documentation may be obtained from Ann Eves (02) 6201 6190

Apply: 07

CC: 148-9094-17781

**Medical Services****Physiotherapy**

Calvary Professional Officer 2\$ 44,111 - 50,670, Canberra (PN. 8808)

Closing date: 29 November 2001

Duties: This senior physiotherapy position (respiratory) provides clinical expertise across all areas of the hospital for the physiotherapy management of acute respiratory conditions.

**EMPLOYMENT (Continued)**

Eligibility/other requirements: Registration with ACT Physiotherapy Registration Board. An appropriate degree or diploma in Physiotherapy (or equivalent).

Note: Part time 45.00 hours per fortnight TTY 6201 6127

Contact Officer: Bev Gow-Wilson (02) 6201 6190  
Selection documentation may be obtained from Ann Eves (02) 6201 6190

Apply: 07

CC: 148-9094-17781

**Medical Services  
Physiotherapy**

\*Calvary Professional Officer 2  
\$44,111 - \$50,670, Canberra (PN. 8809)  
Closing date: 29 November 2001

Duties: This is a new position for a senior physiotherapist (rehabilitation) to provide a service to both public and private medical wards, managing a mix of clinical conditions including acute CVA and other neurological conditions.

Eligibility/other requirements: Registration with ACT Physiotherapy Registration Board. An appropriate degree or diploma in Physiotherapy (or equivalent).

Note: Part time 36.45 hours per fortnight. TTY 6201 6127

Contact Officer: Bev Gow-Wilson (02) 6201 6190  
Selection documentation may be obtained from Ann Eves (02) 6201 6190

Apply: 07

CC: 148-9094-17781

**Medical Services  
Physiotherapy**

Calvary Professional Officer 1  
\$30,761 - \$43,154, Canberra (PN. 8259)  
Closing date: 29 November 2001

Duties: This physiotherapy position is a rotating position that includes general outpatients, medical, general surgical and orthopaedic caseloads.

Eligibility/other requirements: Registration with ACT Physiotherapy Registration Board. An appropriate degree or diploma in Physiotherapy (or equivalent).

Note: TTY 6201 6127

Contact Officer: Bev Gow-Wilson (02) 6201 6190  
Selection documentation may be obtained from Ann Eves (02) 6201 6190

Apply: 07

CC: 148-9094-17781

**CHIEF MINISTER'S DEPARTMENT****Administrative Service Officer Class 6  
Contracts Manager, Pn 14555  
Permanent**

Salary \$45,171 To \$51,888p.a

Location: Callam Offices, Woden, ACT

Applications Close:

**6 December 2001**

**Applications To Be Forwarded To:**

HR Officer

The InTACT Group

PO Box 685

Woden ACT 2601

or email to: [intact.recruitment@act.gov.au](mailto:intact.recruitment@act.gov.au)

Position Description

The person occupying this position is responsible for assisting the Contracts Manager

in the negotiation, preparation, organisation and management of all contracts entered into by the InTACT Group. This includes contracts with a range of commercial providers and the InTACT Groups strategic partners.

The occupant of this position will assist InTACT to meet its obligations to government and its customers by maintaining a system for managing InTACT's commercial contracts, engaging in negotiation and evaluation of contracts. This will involve the need to ensure that all public sector contract requirements are met by InTACT at all times.

**Contact Officer's name and telephone number for queries regarding position:** Dick Hancock on (02) 62075058

**Selection Documentation may be obtained from:**

Nicole Morris on

(02) 6207 8922 or via our website at

[www.intact.act.gov.au](http://www.intact.act.gov.au)

**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](http://www.decs.act.gov.au/department/department.htm) or may be requested using

email to [decs.jobs@act.gov.au](mailto:decs.jobs@act.gov.au). Applications

may also be sent via email to:

[decs.employment@act.gov.au](mailto: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.

**Weetangera Primary School**

Teacher Level 4 \$68,730 - \$83,730,

Canberra (PN. 2282)

Closing date: 29 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](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917



**EMPLOYMENT (Continued)****Melba High School**

Teacher Level 3 \$59,730 - \$65,730,  
Canberra (PN. 4117)

Closing date: 29 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: Helen Haling (02) 6205 6711

Selection documentation may be obtained from the Contact Officer (02) 6205 6711

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**Torrens Primary School**

Teacher Level 3 \$59,730 - \$65,730,  
Canberra (PN. 4012)

Closing date: 29 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: Debra Chase (02) 6205 7411

Selection documentation may be obtained from the Contact Officer (02) 6205 7411

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**Schools Directorate Branch****Student Participation Section**

Executive Teacher Level 2 \$58,500,  
Canberra (PN. 1954)

Closing date: 29 November 2001

Duties: Manage programs for students with disabilities and assist in the review of current programs, policy development and resource management. Assist with the co-ordination of placement of students with disabilities in consultation with special needs counsellors.

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: Anita Thomas (02) 6205 6925

Selection documentation may be obtained from Sandra d'Argeavel (02) 6205 9420

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

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

Professional Officer Class 2 (Psychologist)  
\$45,171 - \$51,888, Canberra (PN. 3133)

Closing date: 6 December 2001

Duties: The successful applicant will work with a Social Worker to develop, provide and

evaluate services to ACT primary school children with significant disabilities who have high support needs or complex behavioural problems, and their families.

Eligibility/other requirements: Relevant tertiary qualifications in Psychology and eligibility for registration as a Psychologist in the ACT. Some experience in the field of disability an advantage.

Note: This is a fixed term temporary full time position available from 14 January 2002 to 30 June 2003. A current driver's licence will also be an advantage to work in this program.

Contact Officer: Lynne Gray (02) 6205 1277

Selection documentation may be obtained from Kim Gardiner (02) 6205 1276

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

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

Administrative Service Officer Class 5

\$41,825 - \$44,349, Canberra (PN. 12238)

Closing date: 6 December 2001

Duties: Manage the minor new works program, including functional brief preparation for Children's, Youth and Family Services.

Oversight Unit's budget and the repairs and maintenance program for the departments properties.

Contact Officer: Peter Lynch (02) 6207 1053

Selection documentation may be obtained from Dawn Pearce (02) 6205 9123

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**Children's, Youth and Family Services Division****Youth and Community Services Section**

Administrative Service Officer Class 4

\$37,499 - \$40,714, Canberra (PN 32828)

Closing date: 6 December 2001

Duties: This position will undertake a range of program and administrative support tasks. It will require a sound knowledge and understanding of ACT Government financial and administrative procedures and resource management.

Contact Officer: Penelope Dickens  
(02) 6205 0708

Selection documentation may be obtained from Emma Martin (02) 6207 1110

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**Campbell Primary School**

Executive Teacher Level 2 \$58,500,  
Canberra (PN. 3574)

Closing date: 29 November 2001

Duties: Provide curriculum and policy leadership in a cooperative team approach to the management of curriculum change and development. Leadership and management in Literacy and Numeracy and the use of inclusive practices across 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.

**EMPLOYMENT (Continued)**

Contact Officer: Patricia Thornhill  
(02) 6205 6300  
Selection documentation may be obtained from the contact officer (02) 6205 6300  
Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917

**Taylor Primary School**

Executive Teacher Level 2 \$58,500, Canberra (PN. 3718)  
Closing date: 29 November 2001  
Duties: Assist the Principal, including deputising for the Principal as required, in discharging the Principal's responsibilities to the students, parents and the community, teaching and support staff, and provide general 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: Clara Richards (02) 6205 6688  
Selection documentation may be obtained from Clara Richards (02) 6205 6688  
Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto: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](mailto: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**

**Division of Learning Services  
Education Development Centre  
Teacher Education and Learning Solutions**

Teacher Band 1 \$36,310 - \$52,717, Canberra (PN. 51237)  
Closing date: 6 December 2001  
Duties: Under general direction of the Head of Department and as a member of the Teacher Education and Learning Solutions Team, perform educational tasks and incidental duties including: teach as required by the Head of Department up to the number of hours prescribed in the relevant industrial award; organise and/or lead relevant field work and student excursions as required; design, use and review assessment instruments; develop and review educational resource material including curricula for new and existing programs of study.  
Eligibility/other requirements: Certificate IV in Assessment and Workplace Training AND Masters Degree in Education AND at least five years of relevant professional experience.  
Note: This position is for temporary employment or temporary transfer until the end of 2002.  
Contact Officer: Trixie van Leeuwen  
(02) 6207 4957  
Selection documentation may be obtained from Julia Nimmo (02) 6207 4956 or [julia.nimmo@cit.act.edu.au](mailto: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

**Canberra Institute of Technology  
Division of Learning Services  
Library and Learning Centre**

Administrative Officer Class 2,  
\$29,684 – \$32,917 (Bruce Campus, Loans Desk Officer), Canberra (PN. 55524)  
Closing date: 6 December 2001  
Duties: Under general direction: provide users with general directional advice and assistance in using the catalogue and other library facilities, maintain the circulation process; maintain the collection with respect to shelving, shelf-reading and repairs; perform appropriate computer-based administrative duties and act as receiving officer.  
OTHER: Ability to work one shift per week during the academic year.  
Progress towards completion of an Associate Diploma in Library Studies or equivalent is highly desirable.  
Note: This position is a temporary vacancy from 01/02/02 to 31/07/02.  
Contact Officer: Ms Caroline Herbert  
(02) 6207 4294  
Selection documentation may be obtained from Ms Lisa Black (02) 6207 3473  
Apply: 11  
CC: 148-9024-18550

**DEPARTMENT OF URBAN SERVICES**

**Corporate Group  
ACT Records Services**

Administrative Service Officer Class 3  
\$33,644 - \$36,310, Canberra (PN. 12279)  
Closing date: 6 December 2001  
Duties: Under general direction review and allocate incoming work, record and modify data in records' management database and provide guidance and training to subordinate staff. The occupant will also be expected to answer inquiries from ACT Record Services customers. Experience in a variety of Windows based applications, including databases would be an advantage.  
Note: This position is available for temporary filling for 12 months.  
Contact Officer and Selection documentation: Katie Stamp (02) 6207 5788  
Or from the recruitment home page:  
<http://www.act.gov.au/urbanservices/recruit.html>  
Apply: 34  
CC: 148-9017 17032

**Corporate Group  
Business Support Section**

Administrative Service Officer Class 3  
\$33,644 - \$36,310, Canberra (PN. 10511)  
Closing date: 6 December 2001  
Duties: Undertake financial processing work, including accounts payable, accounts receivable, purchasing and assist with the maintenance of accounting records. Answer

**EMPLOYMENT (Continued)**

enquiries from suppliers and customers concerning accounts/payments. Maintain a register of travel requisitions. Monitor and reconcile the Corporate travel, Cabcharge and other accounts. Assist in the banking of receipts and reconciliation of bank accounts. Note: This position is permanent part time working 25 hours per week.

Contact Officer and Selection documentation:

Catharine Rennie (02) 6207 2218

Or from the recruitment home page:

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

Apply: 34

CC: 148-9017 17213

**Operations Group****ACT Procurement Solutions Branch****ACT Projects Section**

Professional Officer Class 2 \$46,732 - \$52,066, Canberra (PN. Several Positions)

Closing date: 6 December 2001

Duties include the management/purchasing and coordination of a range of construction projects from the preparation of briefs to financial completion, including preparation of project briefs; monitoring the progress of projects during investigation, design and construction and the preparation of recommendations, reports and submissions.

Eligibility/other requirements: Degree or diploma in Architecture, Landscape

Architecture, Civil Engineering or related field, eligibility for membership of the relevant

Professional Institute in Australian and experience in the construction industry.

Contact Officer: David Evans (02) 6207 6345 or [david.evans@act.gov.au](mailto:david.evans@act.gov.au)

Selection documentation may be obtained from

Mary Quant (02) 6207 7100 or

[mary.quant@act.gov.au](mailto:mary.quant@act.gov.au)

Or from the recruitment home

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

Apply: 34

CC: 188-9015 20686

**Operations Group****City Operations Branch****CityScope Services Section**

Administrative Service Officer Class 4

\$37,870 - \$41,117, Canberra (PN. 10112)

Closing date: 6 December 2001

Duties: Under general direction administer CityScope Services' supply contracts and maintain the Quality Assurance Management System. Oversight the recruitment of casual staff and coordinate the Apprentice recruitment and training program.

Eligibility/other requirements: Certificate III in Contract Management desirable.

Note: Applications for this position will be

assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.

Contact Officer and Selection documentation:

Alan Boyle (02) 6207 2845

Or from the recruitment home page:

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

Apply: 34

CC: 148-9015 17777

**Policy Coordination****Industry Policy and Regulation Branch****Energy and Water Reform Section**

Administrative Service Officer Class 4

\$37,499 - \$40,715, Canberra (PN. 18879)

Closing date: 29 November 2001

Duties: Under general direction, as a member of a small team undertake research and analysis and prepare written reports associated with energy and water reform; and assist with the preparation of briefings for Senior Executive and Ministerial attendance at inter-jurisdictional meetings.

Eligibility/other requirements: Tertiary qualifications in public policy and/or communications desirable and/or relevant experience.

Contact Officer: Patricia Devlin (02) 6207 6179

Selection documentation may be obtained from

Belinda Willis (02) 6207 6150

Or from the recruitment home page:

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

Apply: 34

CC: 148-9030 16941

**Policy Coordination Group****Long Service Leave Board**

Administrative Service Officer Class 6

\$45,172 - \$51,888, Canberra (PN. 17793)

Closing date: 6 December 2001

Duties: Maintain the financial database for the

Long Service Leave Boards including

preparation and lodgment of monthly ATO Business Activity Statements. Assess and process all long service leave claims.

Eligibility/other requirements: Extensive finance and/or banking experience and current drivers' licence desirable.

Contact Officer and Selection documentation:

Stephen Brown (02) 6247 3900

Or from the recruitment home page:

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

Apply: 34

CC: 148-9030 16941

Administrative Service Officer Class 6

\$45,172 - \$51,888, Canberra (PN. 17794)

Closing date: 6 December 2001

Duties: As the Boards' Operations Manager, advise Board members and staff on the interpretation and application of legislation, supervise subordinate staff. Test new computer programs, establish procedures, and documentation and instruct staff in their use.

Eligibility/other requirements: Qualifications in Business Management and/or extensive experience in policy development, analysis and interpretation and experience in an operational environment. Current drivers' licence desirable.

Contact Officer and Selection documentation:

Stephen Brown (02) 6247 3900

Or from the recruitment home page:

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

Apply: 34

CC: 148-9030 16941

**EMPLOYMENT (Continued)**

Administrative Service Officer Class 6  
\$45,172 - \$51,888, Canberra (PN. 17801)  
Closing date: 6 December 2001  
Duties: As the Boards' Senior Compliance and Client Services Officer, perform the statutory functions of inspector under *the Long Service Leave (Building & Construction Industry) Act 1981* and *Long Service Leave (Contract Cleaning Industry) Act 1999*. Supervise and provide appropriate training to subordinate inspectors.  
Eligibility/other requirements: Qualifications and/or extensive experience in and knowledge of the broad aspects of industrial relations issues and legislation. Current drivers' licence essential and preparedness to undertake interstate travel.  
Contact Officer and Selection documentation: Stephen Brown (02) 6247 3900  
Or from the recruitment home page: <http://www.act.gov.au/urbanservices/recruit.html>  
Apply: 34  
CC: 148-9030 16941

**DEPARTMENT OF TREASURY****Revenue Management Branch  
Taxation Services**

**Administrative Service Officer Class 6,  
(PN: 343)**

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

**Applications close 6 December 2001**

**Duties:** Under limited direction, provide professional service to clients and perform a variety of administrative support tasks. Undertake the more complex stamp duty assessments including preparation of relevant correspondence and reports.

Contact Officer/Selection Documentation Hope Nguyen on (02) 6205 0346 and is also available from <http://www.act.gov.au/recruitment/tiindex.asp>

Please note that applications will not be acknowledged.

**Note:** Selection for this position may be based on application and referee reports only and may not include interview. The occupant of this position will be expected to be able to perform at the Administrative Service Class 6 level and may be rotated to equivalent classified positions with the agency.

**Apply:** 35 or via email: [recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)

**CC: 148-9042-17176**

**INDEPENDENT COMPETITION AND  
REGULATORY COMMISSION**

**Finance Officer  
Administrative Service Officer Class 6  
(Part-Time 22:03hours per week)**

**Position No: 55693**

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

**Applications: Close on 6 December 2001.**

**Duties:** Under limited direction: Undertake a range of client service, administrative and organisational tasks including financial support

to the Senior Commissioner and Head of Secretariat. Responsible for financial transactions and administration including accounts payable, accounts receivable, asset and liability management and financial reporting.

**Contact Officer:** Ian Primrose (02) 6205 0779  
Selection Documentation: Katie Tsiagalis (02) 6205 0799

Qualifications: Membership of the ICAA or ASCPA, or substantial progress toward CPA or equivalent status desirable.

**Apply 06148-9031-18555**

**STADIUMS AUTHORITY**

**Operations Manager  
Senior Officer Grade C**

**Position No: 55357**

**Salary Range: \$57,191 - \$61,666p.a**

**Applications: Close on 6 December 2001.**

**Duties:** Under limited direction: The operational management will be responsible for all events undertaken by the Authority, including the coordination of hirers, event staff, safety agencies and customer support services. Manage the maintenance of the Authority's assets and systems including security, fire services, air-conditioning, power, lighting, public address system, scoreboard, video reply board, in house TV, radio and telephone networks.

**Contact Officer:** Danny Harley (02) 6253 2111  
Selection Documentation: Krystine Cann (02) 6253 2111

**Note:** Selection for this position may be based on application and referee reports only and may not include interview.

**Apply 06**

**Business Development Manager  
Senior Officer Grade C**

**Position No: 55535**

**Salary Range: \$57,191 - \$61,666p.a**

**Applications: Close on 6 December 2001.**

**Duties:** Under limited direction: Lead a team in the management of all business development activities undertaken by the Authority, including branding, marketing, sales and promotion. Manage and develop commercial contracts and agreements, including suppliers, sponsorships and licensing.

**Contact Officer:** Danny Harley (02) 6253 2111  
Selection Documentation: Krystine Cann (02) 6253 2111

**Note:** Selection for this position may be based on application and referee reports only and may not include interview.

**Apply 06**

**EMPLOYMENT (Continued)****Appointments****THE CANBERRA HOSPITAL****Professional Officer Class 1 \$30,669 - \$43,027**

Leah Giles: 762-82032, Section 68, 12/11/2001

CC: 1741

**CALVARY HEALTH CARE ACT****Registered Nurse Level 1 \$34,429 - \$45,890**Susan Williams: 772-02938, Section 68,  
25/10/2001

CC: 148-9094-17781

**Registered Nurse Level 1 \$34,429 - \$45,890**Eeva-Liisa Tynkkynen: 772-02874, Section 68,  
08/11/2001

CC: 148-9094-17781

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

Julie Storer: 772-03244, Section 68, 25/10/2001

CC: 148-9094-17781

**Registered Nurse Level 1 \$34,429 - \$45,890**Janette Gulliver: 772-03287, Section 68,  
15/11/2001

CC: 148-9094-17781

**Registered Nurse Level 1 \$34,429 - \$45,890**Ruth Walpole: 772-03316, Section 68,  
08/11/2001

CC: 148-9094-17781

**Registered Nurse Level 1 \$34,429 - \$45,890**Susan Chambers: 609-51940, Section 68,  
06/11/2001

CC: 148-9094-17781

**Enrolled Nurse \$31,810 - \$34,138**Yolanda Robertson: 772-03236, Section 68,  
19/11/2001

CC: 148-9094-17781

**Registered Nurse Level 1 \$34,429 - \$45,890**Sally Hearder: 772-03367, Section 68,  
15/11/2001

CC: 148-9094-17781

**Calvary Administrative Officer 3****\$32,855 - \$35,458**

Kym Bryce: 772-03383, Section 68, 08/11/2001

CC: 148-9094-17781

**Registered Nurse Level 1 \$34,429 - \$45,890**Nadine Morton: 772-03404, Section 68,  
22/11/2001

CC: 148-9094-17781

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

Megan Nutt: 772-03228, Section 68, 09/11/2001

CC: 148-9094-17781

**Enrolled Nurse \$31,810 - \$34,138**Christine Hudlass: 772-03252, Section 68,  
25/10/2001

CC: 148-9094-17781

**Enrolled Nurse \$31,810 - \$34,138**

Erin Miller: 772-03279, Section 68, 26/11/2001

CC: 148-9094-17781

**Enrolled Nurse \$31,810 - \$34,138**Cherin Heffer: 772-03260, Section 68,  
29/10/2001

CC: 148-9094-17781

**Enrolled Nurse \$31,810 - \$31,138**Jaana Virenius: 772-02234, Section 68,  
01/11/2001

CC: 148-9094-1778

**Company Accountant\$NFP**Emmy Jowitt: 772-03164, Section 68,  
16/10/2001

CC: 148-9094-17781

**CHIEF MINISTER'S DEPARTMENT**

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

Tracey Lee Crump, AGS No: 769-10289  
Section 68

19 November 2001

Strategic HR, Public Sector Management Group,  
Chief Minister's Department**CC: 148-9031-16949****DEPARTMENT OF EDUCATION AND  
COMMUNITY SERVICES****Family Services Worker Level 1****\$37,499 - \$44,349**Yolanta Lenar: 772-15923, Section 68(1), 8  
November 2001

CC: 148-9013-16917

**Family Services Worker Level 1****\$37,499 - \$44,349**Anna Lasi Chikali-Westcott: 766-17402, Section  
68(1), 8 November 2001

CC: 148-9013-16917

**Administrative Service Officer Class 2****\$29,539 - \$32,755**Jason Edward Craig: 766-15554, Section 68(1),  
8 November 2001

CC: 148-9013-16917

**CANBERRA INSTITUTE OF TECHNOLOGY**Administrative Service Officer Class 2,  
\$29,684 - \$32,917Alice Leung: AGS No. 744-93004, Section 68(1),  
5 November 2001.

CC: 148-9024-18550

**DEPARTMENT OF TREASURY**

Senior Officer Grade B \$76,073p.a

Robert Francis Venables, AGS No: 769-10115  
Section 68

12 November 2001

Procurement Policy, ACT Department of  
Treasury**CC: 148-9042-20868**

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

Paul Ogden, AGS No: 517-48617

Section 115

19 November 2001

General Analysis, Financial and Budgetary  
Management, ACT Department of Treasury**CC: 148-9042-17765**

## EMPLOYMENT (Continued)

### ACT GAMBLING AND RACING COMMISSION

#### **Appointments**

Administrative Service Officer Class 4  
 \$40,715p.a  
 Bryan Richard Lenthall , AGS No: 757-48179  
 Section 68  
 12 November 2001  
 ACT Gambling and Racing Commission  
 CC: 148-9085-17763

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### **Transfer**

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### EMERGENCY SERVICES BUREAU

Stephanie Wannell: 761-25491  
 From: Administrative Service Officer Class 6  
 \$51,888  
 Dept of Urban Services  
 To: Administrative Services Officer Class 6  
 \$51,888  
 Human Resources, Dept of Justice and  
 Community Safety, Canberra (PN. 12948)  
 (Section 83)  
 CC: 148-9007-16846

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### **Promotions**

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#### **Promotions under the *Public Sector Management Act 1994***

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

#### **A. APPEALS**

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

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

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

#### **YOU MAY ALSO APPEAL IF:**

- \* the vacancy that has been filled was not advertised and you are eligible for promotion to that position (generally identified by a footnote in the *Gazette*); or

- \* you are an excess officer, the advertised position is at a classification equivalent to or lower than your own and you were an applicant for that position; or
- you applied for the position and you are an officer or former officer of the ACTPS or APS and you are engaged in eligible public employment under the officers' mobility provisions in section 115 of the Act, or you are still covered by the provisions of the repealed Officers' Rights Declaration Act. However, you may only appeal if the position applied for is higher than the last position you held in the ACTPS or APS.

#### **YOU CAN NOT APPEAL WHEN:**

- \* the position is filled from outside the ACTPS, i.e. an appointment (including filling the position by appointing a temporary employee);
- \* the position is filled by the transfer of an officer already at that or a higher level;
- \* you are not a **permanent** officer of the ACTPS; or
- \* you filling the position would not constitute a promotion (except in the case of excess officers).

Unless you are an excess officer, you can only appeal if the person selected by the department would fill the position on **promotion** and, if successful, you would fill the position on **promotion**.

If you are a promotee, where your promotion is one of a number of promotions at the same level made in a selection exercise, and you feel someone may lodge an appeal against your promotion, you may appeal against all or any of the **other** promotees. These appeals are usually called '**protective appeals**', and are treated the same as other appeals. You must still make sure you are eligible to appeal, and that you can show that you are more efficient than those against whom you have appealed. For further information on eligibility to appeal, contact your departmental Personnel Unit or the Office of the Merit Protection Commissioner (MPC) at the address listed below.

#### **ADVICE TO POTENTIAL APPELLANTS**

The following procedures will apply to all appeals unless other appeal procedures are in place as part of a Department's Enterprise Bargaining Agreement. Potential appellants should check with the relevant Personnel Unit as to the appeal procedures applying in that particular Department.

#### **GROUND OF APPEAL**

The only ground of appeal is **greater efficiency**.

#### **EFFICIENCY**

The Promotion Appeal Committee (PAC) is required to determine the relative efficiency of the parties to an appeal. The definition of efficiency is set out in subsection 85 of the PSMA, which states:

- (2) For the purpose of forming an opinion as to the most efficient of the officers concerned, the Committee shall have regard to:

## EMPLOYMENT (Continued)

- (a) the abilities, qualifications, experience, standard of work performance and personal qualities of each officer, to the extent that the Committee considers that those matters are relevant to the performance of the duties of the office; and
- (b) if and only if the Chief Executive who made the promotion has indicated that, for the purpose of forming an opinion under section 83, the Chief Executive had regard to the potential of officers for further career developments in the Service, or the ability of officers to perform the duties of other offices in the Department of the same or equal classification-that matter.
- (3) A reference in subsection (2) to the abilities, qualifications, experience, standard of work performance and personal qualities, potential for further career development in the Service, or ability to perform the duties of other offices in a Department is, in relation to an officer who is a returned soldier or who is or has been absent on specified defence service, a reference to the abilities, qualifications, experience, standard of work performance, personal qualities, potential for future career development in the Service, or ability to perform the duties of the offices concerned that, in the opinion of the Committee, the officer would have had but for the absence of the officer on active service or on specified defence service.

Normally, the selection criteria used by the department in the selection and by the PAC in the appeal will incorporate the matters referred to in the definition of efficiency to the extent that they are relevant to the duties of the job.

### ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

The following advice applies to appeals against both promotions and temporary performance directions. Before lodging an appeal, you should consider carefully whether you can demonstrate that you are more efficient at doing the job than the person(s) you are appealing against. To help you determine whether you can demonstrate your greater efficiency, it is important that you obtain from the promoting department:

\* available written reports and oral feedback explaining the selection, especially the comparison between you and the promotee. The PAC will consider the appeal only on the basis of who is the **more efficient**. PACs should not be used as a forum to air grievances about how a selection was conducted. If you decide to appeal, you must comply with the following instructions.

### FORM OF APPEAL

The most convenient form of appeal is by use of Form PAC4, available through your Personnel Unit. Alternatively you may write a letter, detailing the following:

- Date of *Gazette*/notice;
- Name of promotee/selectee;
- Department in which promotion/selection made;

- Your full name;
- Your **private** postal address, as well as your work address and telephone number;
- Classification and salary scale of your substantive (i.e. your permanent) ACTPS position (and if you are a former officer or an APS officer or someone working for a statutory authority, details of your former ACTPS position, the current position you hold in the APS or the statutory authority);
- Office/branch and department or agency; and
- AGS number.

Where you intend to appeal against more than one promotion/selection, a separate appeal should be lodged against each one, **unless** all the promotions have been notified in the one *Gazette*, and the positions are all of the same classification and all in the same state, department and branch, in which case, one letter of appeal listing all promotees appealed against will be accepted.

### WHEN TO LODGE APPEALS

Appeals must be received by the Office of the Merit Protection Commission (MPC) at the address below, **by 4.51 p.m. on the 14th day after** the date of notification in the *Gazette*. (In the case of temporary performance appeals, the 14 day deadlines relates to the date on which the direction was first notified in the department.)

Appeals not lodged by the prescribed time **cannot be accepted**. Delays can occur in departmental mail systems, and you are advised to use Australia Post, facsimile, or better still, hand delivery if possible, to be sure of meeting the deadline.

Hearing or speech impaired staff can make inquiries via the TTY telephone located in MPC's Melbourne office, on 1800 812 578 (free call) from anywhere in Australia, but only from another TTY phone. These **must** be clearly marked as "ACTPS appeal – for transfer to the MPC Office in Canberra".

### 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

## EMPLOYMENT (Continued)

statement, you may find that the PAC proceeds to determine your case without interviews.

As a party to an appeal, you are entitled to access to:

- (i) the departmental statement (which consists of all material sent to the PAC by the promoting department); and
- (ii) the written material submitted by other parties to the appeal which addresses their claims to superior efficiency.

However, you are not entitled to access to the private contact details supplied by any other party as a part of their statement.

The departmental statement will be available for you to see in the promoting department, generally at least seven (7) days before the date scheduled for the appeal hearing. It is up to you to seek access, but the department should advise you (and the other parties) when and where the statement is available for viewing. The statements of parties are available at the MPC generally at least seven (7) days prior to the hearing date, and you should telephone the MPC to make an appointment to view them, once you have submitted your own statement. The responsibility for seeking access rests with each party, and PAC hearings will not be deferred if you fail to exercise your right of access. If for very good reason (e.g. geographical distance, illness etc.) you are unable to visit the MPC office, alternative access arrangements may be possible, and you should discuss this with MPC staff. You may take notes, but may not photocopy or retain material.

After reading the statements of the other parties, you may wish to submit a supplementary statement in support of your claims. All supplementary material (including additional referee reports) must reach the MPC at least two (2) working days before any scheduled hearing. It is preferable to submit a supplementary statement (after viewing the statements of other parties) rather than to delay your initial statement, but bear in mind the need to provide access for all parties to all statements prior to any hearing. Unreasonably late supplementary statements may not be accepted.

### CONTENT OF STATEMENTS

You should provide **four** copies of your statement, which should contain the following:

- (a) at the top:
  - (i) PAC reference number;
  - (ii) full name;
  - (iii) both your private and work address and telephone number. If you do not wish this information to be available to other parties it should be included with your statement in a severable sheet which clearly indicates that it is to be kept confidential;
  - (iv) date of permanent appointment; and
  - (v) educational and other qualifications.
- (b) the names and telephone numbers of your supervisor and any other referee(s) (see section below for further advice on who should be nominated);
- (c) a brief outline of your employment history;
- (d) a statement of claims to the position addressing the selection criteria;

(e) any views you may have about the departmental assessment of you;

*and most importantly:*

**(f) reasons for your claim that you are more efficient than the other party or parties.**

If you feel it is necessary to make any unfavourable comments about a party to the appeal, you should include these comments in your written statement. Parties to an appeal must have an opportunity to comment on any unfavourable observations.

You should also note that your statement should not include material that breaches privacy requirements or any similar legislation.

### PAC PROCEDURES

The PAC does not have to interview all or any of the parties to an appeal. Therefore, you should not rely on being granted an interview as the main opportunity to make your case. You should instead state your case as fully and as openly as possible in your written statement. If a PAC decides that parties are to be interviewed, you will be advised as early as possible of the date and place, usually through the recruitment/personnel area of your department.

Once you have lodged an appeal or are aware an appeal has been lodged against your promotions, you will be considered available for interview at any time. Wherever possible, at least seven-(7) days notice of the interview will be given. As a general rule the PAC will expect you to attend for any interview at the time it determines, and will not delay or reschedule hearings without good reason.

The PAC will determine its procedures according to the circumstances of the case before it, but will normally consider the following:

- (a) the departmental statement;
- (b) the written statements of the parties;
- (c) the cases put to the PAC by the parties at any oral hearing or under any alternative arrangements;
- (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



## EMPLOYMENT (Continued)

your success in the appeal adversely, the PAC will inform you of the substance of the material and give you the chance to comment. If the PAC decides that it needs more information, it may also contact the department, any of the parties to the appeal, or referees or supervisors of the parties.

### SUPERVISORS/REFEREES

As mentioned above, each PAC is free to determine its own procedures, and may or may not feel a need to consult with supervisors, referees, or other people. If you wish the PAC to have regard to the comments of a particular person, it is in your best interests to obtain such comments in writing and submit them with your statement. You should also speak to anyone you intend to nominate as a referee, to find out what they will say about you if contacted, and how they rate you against the other party/parties if they know them. The most appropriate person to nominate as your referee is your current supervisor, provided that he/she has supervised you for a reasonable period. Past supervisors are also appropriate if their knowledge of you is reasonably recent. The PAC will also be particularly interested in the views of referees who can give well-founded comments comparing two or more of the parties. You are not limited to nominating your supervisors for referee comments (and indeed you may nominate anyone you wish to) but supervisor's opinions are usually perceived as most useful by PACs.

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

### B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

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

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

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

An applicant must provide the following details:

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

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

the provision of such documentation. However, the grounds for an application for review are required in the initial application.

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

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

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

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

### WHERE TO LODGE AN APPLICATION FOR REVIEW

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

### DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

#### Financial Management and Support Services Human Resources Unit

**Paul Andrew Morshead: 512-44953**

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

Department of Education and Community Services

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

Human Resources Unit, Department of Health, Housing and Community Care, Canberra (PN. 11879) (Gazette No.39, 27 September 2001)  
CC: 17925

#### ACT Housing

#### Housing Services Group

#### Customer Services Section

**P. D. O'Sullivan: AGS No 609-12677**

From: Bus Operator \$40,637

Action

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

Customer Services Section Department of Health, Housing and Community Care, Canberra (PN. 19894) (Gazette 37, 13/9/01)

Note: This position was advertised as several. This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable.  
CC: 148-9021 16944

**EMPLOYMENT (Continued)****J. G. Imre: AGS No 304-66653**

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

To: Administrative Service Officer Class 4  
\$37,499 - \$40,715  
Customer Services Section Department of Health, Housing and Community Care, Canberra (PN. 11883) (Gazette 37, 13/9/01)  
Note: This position was advertised as several. This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable.  
CC: 148-9021 16944

**F. Mackey: AGS No 748-52679**

From: Administrative Service Officer Class 3  
\$33,976 - \$36,669  
Urban Services  
To: Administrative Services Officer Class 4  
\$37,499 - \$40,715  
Customer Services Section Department of Health, Housing and Community Care, Canberra (PN. 11883) (Gazette 37, 13/9/01)  
Note: This position was advertised as several. This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable.  
CC: 148-9021 16944

**THE CANBERRA HOSPITAL**

**Corporate Services  
Human Resource Management Group**

**Daniel Arcus: 747-04959**

From: Administrative Services Officer Class 5  
\$40,723 - \$43,180  
Case Management & Occupational Health and Safety  
To: Administrative Services Officer Class 6  
\$43,980 - \$50,520  
Human Resource Management Group, Case Management & Occupational Health and Safety, Canberra (PN. 27706) (27/9/01)  
CC: 1314

**Corporate - Nursing  
After Hours Clinical Nurse Consultant  
Rolf Schmidt: 259-86769**

From: Registered Nurse Level 1  
\$32,664 - \$42,332  
The Canberra Hospital  
To: Registered Nurse Level 3 \$48,200 - \$51,307  
After Hours Clinical Nurse Consultant The Canberra Hospital, Canberra (PN. 26333) (23/08/01)  
CC: 1213

**Corporate - Nursing  
After Hours Clinical Nurse Consultant  
Lynette Frazer: 762-84687**

From: Registered Nurse Level 1  
\$32,664 - \$42,332  
The Canberra Hospital  
To: Registered Nurse Level 3 \$48,200 - \$51,307  
After Hours Clinical Nurse Consultant The Canberra Hospital, Canberra (PN. 26354)

Note: This position is identical to PN. 26333 that was advertised in the Gazette of 23/08/01. Any eligible officer may appeal.  
CC: 1213

**Medical SMT  
Gastroenterology  
Amy Howard: 740-89554**

From: Administrative Services Officer Class 2  
\$28,760 - \$31,892  
Gastroenterology  
To: Administrative Services Officer Class 3  
\$32,758 - \$35,353  
Medical SMT, Gastroenterology, Canberra (PN. 23633) (27/9/01)  
CC: 1733

**CHIEF MINISTER'S DEPARTMENT****P. A. Goddard AGS No 507-66346**

From: Administrative Service Officer Class 5,  
\$41,825 - \$44,349p.a  
From: Department of Justice and Community Safety  
To: Administrative Service Officer Class 6,  
\$45,171 - \$51,888p.a  
(PN: 14503), HR, The InTACT Group, Chief Minister's Department  
23 August 2001  
All appeal applications should be addressed to:  
Convenor of the Appeal Panel  
PO Box 749  
Civic Square ACT 2608  
**CC 148-9043-176177**

**Policy Group  
M. G. Deas AGS No 033-36570**

From: School Assistant 2 \$29,539-\$32,755p.a  
From: Department of Education and Community Services  
To: Administrative Service Officer Class 4,  
\$37,499 - \$40,714p.a  
(PN: 55664), Policy Group, Chief Minister's Department  
30 August 2001  
All appeal applications should be addressed to:  
Convenor of the Appeal Panel  
PO Box 749  
Civic Square ACT 2608  
**CC 148-9031-17884**

**DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**

**Children's, Youth and Family Services  
Youth and Community Services Section  
David Matthews: 766-13639**

From: Administrative Service Officer Class 6  
\$45,171 - \$51,888  
Department of Education and Community Services  
To: † Senior Officer Grade C \$57,192 - \$61,666  
Children's, Youth and Family Services, ACT  
Department of Education and Community Services, Canberra (PN.11205) (6 March 2001, No. 10)  
CC: 148-9013-16917

**EMPLOYMENT (Continued)****Education and Training Division  
Office of Training and Adult Education Branch  
Planning and Reporting Section  
Andrew Mackellar Ford: 734-46847**

From: Administrative Service Officer Class 4  
\$37,499 - \$40,714  
Department of Education and Community Services  
To: Administrative Service Officer Class 6  
\$45,171 - \$51,888  
Office of Training and Adult Education, ACT  
Department of Education and Community Services, Canberra (PN.1924) (No. 31, 3 August 2001)  
CC: 148-9013-16917

**Sport and Corporate Resources Division  
Budget and Facilities Branch  
Facilities Management Section  
Aldo Giucci: 711-25492**

From: Administrative Service Officer Class 1  
\$15,659 - \$28,845  
Department of Education and Community Services  
To: Administrative Service Officer Class 2  
\$29,539 - \$32,755  
Facilities Management Section, Department of Education and Community Services, Canberra (PN. 137) (No 30, 26 July 2001)  
CC: 148-9013-16917

**Childrens, Youth and Family Services Division  
Youth and Community Services Section  
Janelle Lee Wheatley: 508-25000**

From: Administrative Service Officer 6  
\$45,171 - \$51,888  
Department of Education and Community Services  
To: † Senior Officer Grade C \$57,192 - \$61,666  
Children's Youth and Family Services, Department of Education and Community Services, Canberra (PN. 2000) (No 39, 27 September 2001)  
CC: 148-9013-16917

**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 7<sup>th</sup> day after notification in the Gazette.

**Planning and Land Management Group  
PALM Executive  
Business Strategy and Communications Section  
M. J. Boyd: AGS No 545-60345**

From: Administrative Service Officer Class 3  
\$33,644 - \$36,310  
Urban Services  
To: Administrative Service Officer Class 4  
\$37,499 - \$40,715  
Business Strategy and Communications Section  
Urban Services, Canberra (PN. 1724) (Gazette 42, 18/10/01)  
Note: In accordance with current EBA provisions, appeals must be received at the

Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7<sup>th</sup> day after notification in the Gazette.  
CC: 148-9020 17450

**Corporate Group  
Human Resources Section  
M. C. Royal: AGS No 704-30989**

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. 4053) (Gazette 38, 20/9/01)  
CC: 148-9017 16954

**Policy Coordination Group  
Policy, Planning and Liaison Unit  
R. L. Vassarotti: AGS No 733-29579**

From: Administrative Service Officer Class 6  
\$45,617 - \$52,401  
Urban Services  
To: † Senior Officer Grade B \$67,576 - \$76,073  
Policy, Planning and Liaison Unit, Urban Services Canberra (PN. 17785)  
(Gazette 37, 13/9/01)  
CC: 148-9018 16922

**DEPARTMENT OF TREASURY****E. L. Holley AGS No 735-16454**

From: Administrative Service Officer Class 3,  
\$33,644 - \$36,310p.a  
From: ACT Department of Treasury  
To: Administrative Service Officer Class 4,  
\$37,499 - \$40,714p.a  
(PN: 43385) Executive Section, Financial and Budgetary Management, ACT Department of Treasury  
27 September 2001  
All appeal applications should be addressed to:  
Convener of the Appeal Panel  
PO Box 749  
Civic Square ACT 2608

**CC 148-9042-17765**

**CULTURAL FACILITIES CORPORATION****ACT Museums and Galleries  
Canberra Museum and Gallery  
Peter Haynes: 701-47972**

From: Senior Professional Officer Class 2,  
\$57,740 - \$62,257, Cultural Facilities Corporation  
To: Senior Professional Officer Class B,  
\$68,223 - \$76,802  
Canberra Museum and Gallery, ACT Museums and Galleries, Cultural Facilities Corporation, Canberra  
(PN. 005) (PS 40, 4 October 2001)  
CC: 148-9008-16850

**ACT GAMBLING AND RACING COMMISSION****P. L. McCall AGS No 760-74778**

From: Administrative Service Officer Class 3,  
\$33,644 - \$36,310p.a  
From: ACT Gambling and Racing Commission  
To: Administrative Service Officer Class 4,  
\$37,499 - \$40,714p.a

## EMPLOYMENT (Continued)

(PN: 42495), ACT Gambling and Racing Commission  
 4 October 2001  
 All appeal applications should be addressed to:  
 Convenor of the Appeal Panel  
 PO Box 749  
 Civic Square ACT 2608

**CC 148-9085-17763**

**H. Wojcik AGS No 757-47424**  
 From: Administrative Service Officer Class 3, \$33,644 - \$36,310p.a  
 From: ACT Gambling and Racing Commission  
 To: Administrative Service Officer Class 4, \$37,499 - \$40,714p.a  
 (PN: 55424), ACT Gambling and Racing Commission  
 4 October 2001  
 All appeal applications should be addressed to:  
 Convenor of the Appeal Panel  
 PO Box 749  
 Civic Square ACT 2608

**CC 148-9085-17763**

**D. Brian AGS No 324-69663**  
 From: Administrative Service Officer Class 3, \$33,644 - \$36,310p.a  
 From: ACT Gambling and Racing Commission  
 To: Administrative Service Officer Class 4, \$37,499 - \$40,714p.a  
 (PN: 42492), ACT Gambling and Racing Commission  
 4 October 2001  
 All appeal applications should be addressed to:  
 Convenor of the Appeal Panel  
 PO Box 749  
 Civic Square ACT 2608

**CC 148-9085-17763**

**M. I. Biggs AGS No 738-46525**  
 From: CMD Officer Class 3, \$33,310 - \$35,950p.a  
 From: ACT Gambling and Racing Commission  
 To: CMD Officer Class 4, \$37,127 - \$40,310p.a  
 (PN: 55157), ACT Gambling and Racing Commission  
 4 October 2001  
 All appeal applications should be addressed to:  
 Convenor of the Appeal Panel  
 PO Box 749  
 Civic Square ACT 2608

**CC 148-9085-17763**

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### Retirements and dismissals

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**DEPARTMENT OF URBAN SERVICES**

*Section 143 Public Sector Management Act:*  
 Joerg Wolfram Stock, Technical Officer Level 3,  
 12 October 2001  
 CC: 148-9019 17040

*Section 143 Public Sector Management Act:*  
 Bryan De Courcy Kilgallin, Administrative  
 Service Officer Class 5, 25 October 2001  
 CC: 148-9020 16925

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### ACT Public Service Index of addresses

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

## EMPLOYMENT (Continued)

- 36 Recruitment/Executive Officer  
Community and Health Services  
Complaints Commissioner's Office,  
GPO Box 1321, Canberra ACT 2601.
- 37 The Recruitment Officer  
Faculty of Communication and  
Community Services  
Canberra Institute of Technology  
GPO Box 826  
Canberra City ACT 2601

## GAZETTE INFORMATION

### ISSUE OF ACT SPECIAL GAZETTES

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

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

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<b>Gazette Number</b>	<b>Date</b>	<b>Title</b>
<b>S71</b>	14 November	Notice ~ Administrative Arrangements, <i>Australian Capital Territory (Self-Government) Act 1988 (Cwlth)</i> , <i>Public Sector Management Act 1994</i>

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# **GOVERNMENT NOTICES**

## **AUSTRALIAN CAPITAL TERRITORY GOVERNMENT SOLICITOR ACT 1989**

### **REVOCACTION**

I, PHILIP JULIAN MITCHELL, Chief Solicitor, HEREBY REVOKE THE BELOW AUTHORISATION previously given by me pursuant to sub-section 5 (4) of the Government Solicitor Act 1989:

**RICHARD WONG MANING**

***P J Mitchell***

14 November 2001

**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY  
GOVERNMENT SOLICITOR ACT 1989**

**AUTHORITY**

I, PHILIP JULIAN MITCHELL, Chief Solicitor, for the purposes of sub-section 5(4) of the Government Solicitor Act 1989 HEREBY AUTHORISE:

**BIANCA NICOLE KIMBER**

Legal Practitioner of the Supreme Court of the Australian Capital Territory to act in the name of the Government Solicitor for the Australian Capital Territory.

**P J Mitchell**

14 November 2001



**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY  
GOVERNMENT SOLICITOR ACT 1989**

**AUTHORITY**

I, PHILIP JULIAN MITCHELL, Chief Solicitor, for the purposes of sub-section 5(4) of the Government Solicitor Act 1989 HEREBY AUTHORISE:

**AMANDA NUTTALL**

Legal Practitioner of the Supreme Court of the Australian Capital Territory to act in the name of the Government Solicitor for the Australian Capital Territory.

***P J Mitchell***

14 November 2001





