



Australian Capital Territory

# Gazette

No. 49, Thursday 6 December, 2001

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

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## 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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#### 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 AND COMMUNITY CARE

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

##### **Population Health Division Health Promotion Unit Healthpact**

Administrative Service Officer Class 5,  
\$41,825 - \$44,349, Canberra (PN. 24365)  
Closing date: 20 December 2001

**Duties:** Under limited direction undertake negotiations with other government and community agencies and other organisations with regard to grants for activities through Healthpact. Provide policy, planning and statistical advice to the Health Promotion Board and to senior officers on the operations of the Fund. Provide secretariat support services to the Board, its committees and working parties.  
**Contact Officer:** Ms Meg Richens  
(02) 6205 1325

Selection documentation may be obtained from  
Melanie Goppert (02) 6205 1710

Apply: 20  
CC: 148-9011-16889

##### **Community and Health Services Complaints Commissioner Office**

Administrative Service Officer Class 3,  
\$33,644 - \$36,310, Canberra (PN. 23782)  
Closing date: 20 December 2001

**Duties:** Provide reception, secretarial and general administrative services to the office including screening and referring calls, collecting and distributing mail, record keeping, accounts processing, purchasing, making meeting and travel arrangements.

Contact Officer: Jane Lu Serafin (02) 6205 2222  
Selection documentation may be obtained from the contact officer.

Apply: 23  
CC: 17782

##### 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

**EMPLOYMENT (Continued)**

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.**

**Medical Services - Nursing****Gastroenterology Unit**

Registered Nurse Level 2 \$43,711 - \$46,474, Canberra (PN.28920)

Closing date: 20/12/01

Duties: Provided comprehensive direct patient care for day procedure patients within the Gastroenterology Outpatient Unit. Act as a role model in the provision of 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 Nurse's Registration Board. Minimum of three years recent full-time or equivalent post registration experience. A period of demonstrated competency in Gastroenterology nursing.

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

Apply: 16

CC: 1732

**Surgical Services - Nursing****Operating Rooms**

Registered Nurse Level 2 \$43,711 - \$46,474, Canberra (PN.25826)

Closing date: 20/12/01

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 Nurse's Registration Board. Minimum of three years recent full-time or equivalent post registration experience. A period of demonstrated competency in peri-operative nursing or holds a relevant post registration qualification.

Note: This is an expected vacancy.

Contact Officer: Gail Bennett (02) 6244 2765  
Selection documentation may be obtained from Human Resource Management Group (02) 6244 2257

Apply: 16

CC: 1956

**Pathology Services****Microbiology**

Professional Officer Class 1 / Technical Officer Level 3 / Technical Officer Level 2, Canberra (PN. TBA)

\$30,669 - \$43,027 / \$37,924 - \$43,957 /

\$32,298 - \$37,795

Closing date: 20 December 2001

Duties: Perform diagnostic tests and procedures of an established nature in a Clinical Microbiology Laboratory; participate in the after hours and shift roster as directed.

Eligibility/other requirements: Mandatory qualifications apply – (PO1) Degree in Science (TO3 / TO2) An appropriate technical qualification or equivalent.

Note: This position will be filled at one of the specified classifications depending on qualifications and relevant experience.

Contact Officer: Paul Southwell (02) 6244 2510  
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2566

Apply: 16

CC: (3123)

**ACT COMMUNITY CARE****Child, Youth and Women's Health Program****Community Asthma Support Service****Asthma Educator**

Registered Nurse Level 2

\$46,774 - \$49,727 pa

Salary packaging with FBT exemption under PBI conditions is available.

Position No: 29178 (permanent vacancy)

Position No: 28287 (temporary vacancy)

Applications are sought from suitably qualified registered nurses to work in a dynamic, multidisciplinary and community based

Program. The successful applicant will provide direct care to clients, schools and communities offering educational support, health promotion and monitoring services.

Eligibility: Registration with the Nurses Board of the ACT or eligibility for registration, with current driver licence is essential. Experience in working with children and families affected by asthma is highly desirable.

Note: The positions may be filled either full time or part time.

Period of vacancy for PN 28287 (temporary) 28/02/02 to 10/01/03.

Contact Officer: Trish Mason (02) 6205 1827

Selection Documentation: Gayle Harding

(02) 6205 1197 or [gayle.harding@act.gov.au](mailto:gayle.harding@act.gov.au)

Applications close: 13 December 2001 – note one week closing.

Apply: 21

CC: 148-9009-16857

**EMPLOYMENT (Continued)****Alcohol and Drug Program  
Dual Diagnosis Project Manager**

Senior Officer Grade C \$55,850 - \$60,219,  
Canberra (PN. New position)  
Salary packaging with FBT exemption under PBI  
conditions is available.

Closing date: 14 December 2001 – note one  
week closing.

Alcohol and Drug Program is seeking  
applications from suitably qualified and  
experienced individuals to fill this newly  
created position. The successful candidate will  
be engaged in a challenging role combining  
dual diagnosis clinical practice, policy  
development, and professional education and  
training. A significant liaison and  
representational responsibility is attached to  
the role and the successful candidate will be  
required to have high level negotiation and  
consultation skills.

Eligibility/other requirements: Appropriate  
professional qualifications are highly desirable.  
Note: Successful candidates may be required to  
work in a variety of locations and be on-call as  
required.

Contact Officer: Sally Pink (02) 6205 2121  
Selection documentation may be obtained from  
Katrina Gerholt (02) 6205 2121  
Apply: 21  
CC: 148-9009-16852

**Alcohol and Drug Program  
Administrative Service Officer Class 2  
\$28,845 - \$31,986, Canberra (PN. 24744  
temporary vacancy)**

Salary packaging with FBT exemption under PBI  
conditions may be available.

Closing date: 14 December 2001 – note one  
week closing.

Duties for this position involve the provision of  
administrative support including: reception  
services, maintaining an appointment system  
and screening calls ensuring that client  
confidentiality is strictly observed. The  
successful applicant will also be required to  
provide related office services including word  
processing, filing and processing of mail.  
Note: Temporary vacancy to be filled for 2  
years.

Contact Officer and Selection documentation:  
Katrina Gerholt (02) 6205 2121  
Apply: 21  
CC: 148-9009-16852

**Disability Program**

Administrative Service Officer Class 2  
Two permanent part time positions - 13 hours  
per week.

\$29,159 - \$32,334 per annum (full time  
equivalent).

Salary will be pro-rata based on 13 hours per  
week

The disability program is seeking applications  
for staff to administer the day to day operations  
of a casual employment register. The casual  
employment register provides casual disability  
support workers to fill vacant shifts in the  
Accommodation Support Service.

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

Contact Officer: Sue Pedder  
Phone: (02) 6205 0889  
Selection documentation can be obtained by  
phoning: (02) 6205 0971  
Applications close: 14 December 2001 – note  
one week closing  
Apply: 21  
CC: 148-9009-16861

**Organisation and Business Development  
Client Care Information System**

Information Technology Officer Class 2  
\$44,590 - \$51,220, Canberra (PN. 29214)  
Closing date: 20 December 2001

ACT Community Care is seeking a motivated  
individual to provide MS SQL 2000 DBA  
services and Crystal Report Writing. This  
position will be responsible for:

- Providing technical advice to the  
organisation with regard to SQL Server and  
Reporting.
- Administration of servers, operating  
systems and other support software in a  
test environment.
- Providing expert technical support in the  
administration of the SQL database in a  
production environment.
- Liaison with the outsourced IT  
infrastructure provider regarding the  
support and maintenance of SQL  
databases in a production environment.
- Preparation of Crystal Reports.

Eligibility/other requirements: Demonstrated  
Technical Expertise in MS SQL Server  
Environment and Crystal reports.  
Note: The position is permanent full-time. Apply  
in triplicate with business contact.

Contact Officer: Sue Chicchio (02) 6205 5028  
Selection documentation may be obtained from  
Nanette Bonato (02) 6025 1389  
Apply: 21  
CC: 148-9009-18270

**CALVARY HEALTH CARE ACT****Nursing Services****ICU**

Registered Nurse Level 2 \$46,073 - \$48,985,  
Canberra (PN. 8566)

Closing date: 20 December 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

**EMPLOYMENT (Continued)**

General Nurse with the ACT Nurses Board.  
 Note: Part time 40 hours per fortnight. TTY  
 6201 6127  
 Contact Officer: Rhonda Maher (02) 6201 6166  
 Selection documentation may be obtained from  
 Jan Smith (02) 6201 6160  
 Apply: 07  
 CC: 148-9094-17781

**Nursing Services**  
**Pre Admission Clinic**

Registered Nurse Level 3 \$50,804 - \$55,335,  
 Canberra (PN. 8692)  
 Closing date: 20 December 2001  
 Duties: Conduct pre-operative physical  
 assessment and take medical history of  
 patients attending the Pre-Admission Clinic.  
 Record findings in accordance with the criteria  
 set by the Division of Anaesthetics.  
 Eligibility/other requirements: Registered as a  
 general Nurse with the ACT Nurses Board.  
 Note: TTY 6201 6127  
 Contact Officer: Rhonda Maher (02) 6201 6166  
 Selection documentation may be obtained from  
 Jan Smith (02) 6201 6160  
 Apply: 07  
 CC: 148-9094-17781

**Clare Holland House**

**Clare Holland House (ACT Hospice)**  
 Registered Nurse Level 3 \$50,804 - \$55,335,  
 Canberra (PN. 8441)  
 Closing date: 13 December 2001  
 Duties: Manage the promotion of an optimum  
 environment for the provision of a high level of  
 palliative care, improving the potential quality of  
 life for the patient and their carer. Implement  
 and co-ordinate nursing management policies  
 and processes.  
 Eligibility/other requirements: Registered  
 General Nurse with the ACT Nurses Board.  
 Note: Part time 56 hours, night duty.  
 TTY 6201 6127  
 Contact Officer: Sr Berenice Stubbs  
 (02) 6273 0336  
 Selection documentation may be obtained from  
 Susan Granger (02) 6273 0336  
 Apply: 07  
 CC: 148-9094-17781

**Administrative Services**

**Hospital Services**

Calvary Senior Officer \$NFP, Canberra  
 (PN. 8816)  
 Closing date: 14 December 2001  
 Duties: Manage the provision of support  
 services to Calvary Health Care ACT.  
 Participate in the development of hospital  
 contracts including managing and preparing  
 tender documentation, tender selection and  
 contracts.  
 Eligibility/other requirements:  
 Note: TTY 6201 6127  
 Contact Officer: Maggie Barnes (02) 6201 6135  
 Selection documentation may be obtained from  
 Maggie Barnes (02) 6201 6135  
 Apply: 07  
 CC: 148-9094-17781

**CHIEF MINISTER'S DEPARTMENT**

**Corporate Services**

**Senior Officer Grade C, (PN: 55316)**  
**Salary Range: \$57,191 - \$61,666p.a**  
**Applications close 20 December 2001**  
**Duties:** The person will be managing a small  
 team engaged in the coordination of key  
 strategic corporate policies and projects,  
 including internal audit; managing and  
 coordinating strategic budget development  
 documents and related issues including the  
 Purchase and Ownership Agreements and  
 budget papers for the Chief Minister's  
 Department and the Department of Treasury.  
 Contact Officer: Louise Fitzgerald  
 (02) 6207 5856  
 Selection Documentation Carmen Cassar  
 (02) 6205 0610 and is available from  
<http://www.act.gov.au/recruitment/cmd.htm>  
 Please note that applications will not be  
 acknowledged.  
**Apply:** 06 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
**CC: 148-9031-17429**

**ACT Information Management**

**Executive Section**

**Administrative Service Officer Class 4,  
 (PN: 55672)**

**Salary Range: \$37,499 - \$40,714p.a**  
**Applications close 20 December 2001**  
**Duties:** Under general direction: Provide  
 support to the Director ACT Information  
 Management, including management of  
 telephone calls and mail, document production  
 services, and assistance in arranging  
 meetings/ appointments, travel and functions.  
 Perform a range of office administrative  
 activities including maintenance and update of  
 information and administrative systems,  
 payments of accounts, human resource activity  
 support and reception duties.  
 Contact /Selection Documentation: Sarah  
 McInnes (02) 6207 8718 and is available from  
<http://www.act.gov.au/recruitment/cmd.htm>  
 Please note that applications will not be  
 acknowledged.  
**Apply:** 06 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
**CC: 148-9031-19558**

**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.

**EMPLOYMENT (Continued)**

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.

**Narrabundah College**

Teacher Level 2, Executive Teacher \$58,500, Canberra (PN. 3568, expected vacancy)  
Closing date: 13 December 2001  
Duties: Ability to manage the College's IT networks and MAZE/BCERT administrative systems. Responsibility for assessment and reporting across college and ability to develop and maintain associated computer programs.  
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 Strauch (02) 6205 6999  
Selection documentation may be obtained from The Contact Officer (02) 6205 6999  
Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917

**Alfred Deakin High School**

Administrative Service Officer Class 6  
\$45,171 - \$51,888, Canberra (PN. 509)  
Closing date: 20 December 2001  
Duties: This is the senior administration position in the school. Responsibility for leading an administrative staff of nine people to develop and implement a range of policies and practices particularly in the areas of financial and resource management and customer services. These services, delivered to the whole school community of parents, students and teachers, will be of the very highest quality.  
Contact Officer: Peter Wheeler (02) 6205 5566  
Selection documentation may be obtained from the Contact Officer (02) 6205 5566  
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 Justice Services Section**

Administrative Service Officer Class 5  
\$41,825 - \$44,349, Canberra (PN.44588)  
Closing date: 20 December 2001  
Duties: In accordance with legal requirements supervise young offenders on Community Service Orders. Prepare reports for the courts including breach and revocation/variation documents.  
Eligibility/other requirements: Qualifications in Youth Work, Social Work, Psychology or related disciplines are considered desirable.  
Note: Applicants may be assessed on application and referee reports only. Applicants should submit 2 written referee reports with their application.  
Contact Officer: Franc Woods (02) 6207 0649  
Selection documentation may be obtained from Monique Mewburn (02) 6207 0987  
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 Justice Services Section**

Administrative Service Officer Class 5  
\$41,825 - \$44,349, Canberra (Several positions)  
Closing date: 20 December 2001.  
Duties: In accordance with legal requirements undertake assessments, and supervise a caseload of young offenders placed on community based order by the courts, including: interview, investigate and evaluate the circumstances relating to juvenile offenders and their offending behaviour.  
Eligibility/other requirements: Qualifications in Youth Work, Social Work, Psychology, or related discipline desirable. Experience in Case management would be an advantage.  
Driver's Licence required.  
Contact Officer: Franc Woods (02) 6207 0649  
Selection documentation may be obtained from Monique Mewburn (02) 6207 0987  
Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917

**Macquarie Primary School**

Administrative Service Officer Class 4  
\$37,499 - \$40,714, Canberra (PN. 35586)  
Closing date: 20 December 2001  
Duties: Manage the school's administrative and financial systems. Assist in the preparation of budgets; prepare estimates; financial returns; conduct regular expenditure reviews against approved allocations; and prepare statements/returns to show trends.  
Contact Officer: Helen Thomas (02) 6205 6077  
Selection documentation may be obtained from Trish Bellchambers (02) 6205 6077  
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 Justice Services Section**

Administrative Service Officer Class 3  
\$33,644 - \$36,310, Canberra (PN. 11462)  
Closing date: 20 December 2001.  
Duties: Supervise young offenders on community service orders. Assess, recruit and support community agencies in the provision of suitable work for young people within the system. Maintain files, records and statistical data necessary for the efficient administration of the unit.  
Eligibility/other requirements: Qualifications in youth work, social work, psychology or related disciplines would be an advantage.  
Note: Applicants may be assessed on application and referee reports only. Applicants should submit 2 written referee reports with their application.  
Contact Officer: Franc Woods (02) 6207 0649  
Selection documentation may be obtained from Monique Mewburn (02) 6207 0987  
Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917

**EMPLOYMENT (Continued)****Belconnen High School**

Administrative Service Officer Class 3  
 \$33,644 - \$36,310, Canberra (PN. 31131)  
 Closing date: 20 December 2001  
 Duties: Provide support and assistance in maintaining financial and administrative systems. Supervise, plan and coordinate the provision of general office support services.  
 Contact Officer: Narelle Walker (02) 6205 6851  
 Selection documentation may be obtained from Helen Stewart (02) 6205 6844  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**Duffy Primary School**

School Assistant 2 \$25,118 - \$27,854, Canberra (PN. 39981)  
 Closing date: 20 December 2001  
 Duties: Perform general duties in the school, such as; reception/public relations; use of office equipment, including computer (especially word processing and data entry), switchboard, facsimile and photocopier.  
 Note: This position is part-time at 25 hours per week.  
 Contact Officer: Irene Vacietis (02) 6205 6022  
 Selection documentation may be obtained from the Contact Officer (02) 6205 6022  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**North Ainslie Primary School**

Building Services Officer 1 \$26,708 - \$27,754, Canberra (PN.1559 expected vacancy)  
 Closing date: 20 December 2001  
 Duties: Assume responsibility for security of school buildings and equipment. Maintain the school, including grounds, with particular regard for safety and security hazards.  
 Performance of appropriate duties as requested.  
 Contact Officer: Christine Pilgrim (02) 6205 6533  
 Selection documentation may be obtained from Jill Dowse (02) 6205 6532  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**Macquarie Primary School**

Building Services Officer 1 \$26,708 - \$27,754, Canberra (PN. 1553 expected vacancy)  
 Closing date: 20 December 2001  
 Duties: Assume responsibility for the security of school buildings, furniture, fittings and equipment. Maintain the school, including grounds in a clean and tidy condition, with particular regard for safety and security hazards.  
 Contact Officer: Helen Thomas (02) 6205 6077  
 Selection documentation may be obtained from Trish Bellchambers (02) 6205 6077  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**Bonython Primary School**

Building Services Officer 1 \$26,708 - \$27,754, Canberra (PN. 1565)  
 Closing date: 20 December 2001  
 Duties: Assume responsibility for security of buildings, furniture, fittings and equipment. Maintain school, including grounds, in a clean and tidy condition, with particular regard for safety and security hazards. Undertake minor repairs to buildings, fittings, furniture and equipment.  
 Contact Officer: Margaret Pyke (02) 6205 6565  
 Selection documentation may be obtained from Larissa Walker (02) 6205 6565  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**Melrose High School**

Building Services Officer 1 \$26,708 - \$27,754, Canberra (PN. 1515)  
 Closing date: 20 December 2001  
 Duties: Assume responsibility for security of buildings; maintain grounds in a clean and tidy condition; undertake repairs/maintenance as required; receipt, distribute and store supplies; other duties as directed.  
 Contact Officer: Jenny Marr (02) 6205 7586  
 Selection documentation may be obtained from the Contact Officer (02) 6205 7586  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**Belconnen High School**

School Assistant 2, Home Science Assistant \$25,118 - \$27,854, Canberra (PN. 1202)  
 Closing date: 20 December 2002  
 Duties: Prepare and maintain kitchens, equipment and food stocks for demonstrations and practical classes. Ensure kitchens and equipment is maintained in a clean and hygienic condition.  
 Note: This a part time position at 25:00 hours per week  
 Contact Officer: Narelle Walker (02) 6205 6851  
 Selection documentation may be obtained from Helen Stewart (02) 6205 6844  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**Lyneham High School**

School Assistant 2, School Secretary \$25,118 - \$27,854, Canberra (PN. 1033)  
 Closing date: 20 December 2001  
 Duties: Assume responsibility for the production of the School Newsletter. Produce reports, information, and labels from the manipulation of MAZE student data.  
 Contact Officer: Karin Mitchell (02) 6205 6410  
 Selection documentation may be obtained from Robyn McGee (02) 6205 6399  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917



**EMPLOYMENT (Continued)****Dickson College**

School Assistant 2, School Secretary  
\$25,118 - \$27,854, Canberra (PN. 814)  
Closing date: 20 December 2001  
Duties: Supervise, plan and coordinate the provision of general office support services which include, but are not limited to key-boarding, photocopying, MAZE, record keeping, data base management; reception services and undertake responsibility for staff training in these services.

Note: This position is part-time at 25:00 hours per week

Contact Officer: Genevieve Wilson  
(02) 6205 6457

Selection documentation may be obtained from the Contact Officer (02) 6205 6457

Apply: 12 or via email:

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

CC: 148-9013-16917

**Hawker College**

School Assistant 2 \$25,118 - \$27,854, Canberra (PN. 653)

Closing date: 20 December 2001

Duties: Reception/Receiver of Public Monies, and other front office duties including word processing and telephones.

Contact Officer: Carmel Augustyszczak  
(02) 6205 7746

Selection documentation may be obtained from the Contact Officer (02) 6205 7746

Apply: 12 or via email:

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

CC: 148-9013-16917

**Cranleigh School**

School Assistant 2 \$25,118 - \$27,854, Canberra (PN. 2898)

Closing date: 20 December 2001

Duties: Assist the teacher in a class of students with intellectual disabilities and special needs. Assist with educational programs, toileting, meals, dressing, playground supervision and classroom maintenance.

Contact Officer: Mike Sainsbery (02) 6205 8000

Selection documentation may be obtained from Sue Janssens (02) 6205 8000

Apply: 12 or via email:

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

CC: 148-9013-16917

**Belconnen High School**

School Assistant 2 \$25,118 - \$27,854, Canberra (PN. 992)

Closing date: 20 December 2001

Duties: Create files, input data, generate reports, apply calculations, perform queries and prepare design layouts using word processing, database and spreadsheet applications.

Maintain student records using the Student Absences Program and MAZE Programs.

Note: This position is part-time at 15:37 hours per week

Contact Officer: Narelle Walker (02) 6205 6851

Selection documentation may be obtained from Helen Stewart (02) 6205 6844

Apply: 12 or via email:

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

CC: 148-9013-16917

**Yarralumla Primary School**

School Assistant 2, Special Teacher Assistant  
\$25,118 - \$27,854, Canberra (PN. 3280)

Closing date: 13 December 2001

Duties: Support teaching and therapy staff in a class of students with autism, supporting and extending the overall principles of the school; integration of students with autism into mainstream classes.

Contact Officer: Stephen Gniel (02) 6205 5766

Selection documentation may be obtained from the Contact Officer (02) 6205 5766

Apply: 12 or via email:

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

CC: 148-9013-16917

**Hawker College**

School Assistant 2 \$25,118 - \$27,854, Canberra (PN.38860)

Closing date: 20 December 2001

Duties: In the Food Studies/Hospitality area the duties will include: purchase of food stocks and hygienic maintenance of kitchens and equipment so that they are ready and serviceable for demonstration and practical lessons.

Note: This is a part-time position at 18:45 hours per week.

Contact Officer: Carmel Augustyszczak  
(02) 6205 7746

Selection documentation may be obtained from the Contact Officer.

Apply: 12 or via email:

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

CC: 148-9013-16917

**Kambah High School**

School Assistant 2/Special Teachers Assistant  
\$25,118 - \$27,854, Canberra (PN.1713)

Closing date: 13 December 2001

Duties: Support teaching and therapy staff in a class of students with learning difficulties in both the level 4 and Level 5 settings.

Contact Officer: Gail Farr (02) 6205 6936

Selection documentation may be obtained from Bev Cousins (02) 6205 6933

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****Library and Learning Centre**

Senior Officer Grade C, \$57,473 - \$61,970, Canberra (PN. 54236)

Closing date: 21 December 2001

**Duties:** The Senior Librarian Learning Resources and Systems will perform as a team member in the development of library policies and in the planning of innovative services and

**EMPLOYMENT (Continued)**

systems and their evaluation. They will also create and foster an environment conducive to changes in the information and vocational education and training sectors and manage, develop and evaluate the Library & Learning Centres collection and technology (hardware and software) facilities, including the Library Management System. This position provides support, advice and access for the operation of electronic information services and resources and develops and evaluates the role and function of Technical Services. This position also coordinates the statistical reporting function for the Library & Learning Centre. Over the next twelve months this position will be responsible for implementing a new Library Management System and managing the transition into an electronic information resource environment.

**Eligibility/Other requirements:** Degree or Diploma in Management, Education or Librarianship would be desirable. Previous experience in an educational environment would be desirable.  
Contact Officer: Helena Zobec (02) 6207 3378  
Selection documentation may be obtained from Lisa Black (02) 6207 3473  
Apply: 11  
CC: 148-9024-18550

**Faculty of Science and Technology  
Faculty Management Unit**

Administrative Service Officer Class 2  
\$29,684 - \$32,917, Canberra  
(PNos . 54685 and 54204)  
Closing date: 20 December 2001  
Duties: Respond to telephone and counter student queries relating to student records and other general student enquires. Assist with the planning and implementation of the enrolment and re-enrolment process within the Faculty.  
Contact Officer: Rosemary Fitzroy  
(02) 6207 4373  
Selection documentation may be obtained from Marisa Pesic (02) 6207 4166  
Apply: The Recruitment Clerk, Faculty of Science and Technology, GPO Box 826 Canberra ACT 2601  
CC: 148-9024-18551

**Faculty of Science & Technology  
Department of Health Sciences**

Teacher Band 1 \$38,552 – \$52,577, Canberra  
(PN. 51376)  
Closing date: 20 December 2001  
Duties: Teach subjects as required up to Advanced Diploma in Natural Therapies.  
Eligibility/other requirements: Appropriate qualifications in Naturopathy, 5 years or more industrial professional experience or possess qualifications acceptable to the position.  
Note: This position is for temporary transfer or temporary employment from as soon as possible for up to five years. Hours of attendance can be negotiated from 0.5 up to a full time load.  
Contact Officer: Kerry Plunkett (02) 6207 4377  
Selection documentation may be obtained from Tina Frey (02) 6207 3494  
Apply: The Recruitment Clerk, Faculty of Science & Technology, GPO Box 826 Canberra ACT 2601  
CC: 148-9024-18551

**Faculty of Science & Technology  
Department of Sport, Fitness & Recreation**

Teacher Band 1 \$38,552 – \$52,577, Canberra  
(PN. 51424)  
Closing Date: 20 December 2001  
Duties: Teach subjects as required across Sports Coaching, Fitness & Recreation Programs.  
Eligibility/other requirements: Appropriate qualifications in Sports Coaching or other related areas such as Fitness or Sports Administration. Five years or more of relevant industrial/professional experience.  
Note: This position is for temporary transfer or temporary employment from as soon as possible for up to five years. This is an anticipated vacancy.  
Contact Officer: Leanne Cover (02) 6207 3491  
Selection documentation may be obtained from Sue Fletcher (02) 6207 3494  
Apply: The Recruitment Clerk, Faculty of Science & Technology, GPO Box 826 Canberra ACT 2601  
CC: 148-9024-18551

**Faculty of Science & Technology  
Department of Laboratory & Forensic Sciences**

Teacher Band 1 \$38,552 – \$52,577, Canberra  
(PN. 51956)  
Closing Date: 20 December 2001  
Duties: Teach aspects of Forensic Science, especially crime scene investigation to members of the public and Police Services.  
Eligibility/other requirements: Appropriate tertiary qualifications in Forensic Science. Five or more years relevant industrial/professional experience.  
Note: This position is for temporary transfer or temporary employment from as soon as possible for up to five years.  
Contact Officer: Geoff Bell (02) 6207 4181  
Selection documentation may be obtained from Dale Brookes (02) 6207 4179  
Apply: The Recruitment Clerk, Faculty of Science & Technology, GPO Box 826 Canberra ACT 2601  
CC: 148-9024-18551

**Division of Corporate Services  
Finance Section**

Administrative Service Officer Class 2  
\$29,684 - \$32,917 Canberra (PN. 54138)  
Closing date: 20 December 2001  
Duties: As a member of a team, undertake a range of mail management functions, including courier work (delivery of mail to all CIT campuses on a daily and rotational basis) and the dispatch of outgoing mail through external companies. Other duties include assist with file management activities, data entry and training when required.  
Contact Officer: Angelo Santosuosso  
(02) 6207 3142  
Selection documentation may be obtained from Angelo Santosuosso (02) 6207 3142 or via email [angelo.santosuosso@cit.act.edu.au](mailto:angelo.santosuosso@cit.act.edu.au)  
Apply: 11  
CC: 148-9024-16930

**EMPLOYMENT (Continued)****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

**Office of Fair Trading  
Administration Unit**

Administrative Service Officer Class 5  
\$41,825 – \$44,349, Canberra (PN. 43469)  
Closing date: 22 December 2001

The Office of Fair Trading requires the services of a person with accounting qualifications or broad experience in accounting related activities.

Duties: The successful applicant will undertake a range of accounting and administrative activities associated with the maintenance of accounting records, preparation of accounting statements and financial reports. Duties will also include assisting with the inspection of businesses administered by the Office, including real estate agents, liquor licensees and motor vehicle dealers.

Applications detailing qualifications, experience and addressing the Selection Criteria will be considered.

Contact Officer: Sue Fairleigh (02) 6207 0407  
Selection documentation may be obtained from Sue Fairleigh (02) 6207 0407

Apply: 28  
CC: 148-9012-17052

**Parliamentary Counsel's Office  
Legal Support Unit**

Administrative Service Officer Class 5  
\$41,825 – \$44,349, Canberra (PN. 42289)  
Closing date: 22 December 2001

Duties: Provide high level executive support services for the Parliamentary Counsel and 2 Deputy Parliamentary Counsel; manage the office's drafting work through document and file management, recording and reporting; manage the office's administrative services relating to office budget and finances, accounts payable, corporate reporting, purchasing; manage human resource matters including recruitment processes and personnel documentation; and assist drafters to produce high quality draft legislation, including undertaking minor drafting tasks, editing, word processing and research tasks.

Contact Officer: Alison Gardiner (02) 6207 0609  
Selection documentation may be obtained from Ann Moxon (02) 6207 0615

Apply: 28  
CC: 148-9012-17345

**Parliamentary Counsel's Office  
Legislative Access & Administration**

Administrative Service Officer Class 4  
\$37,499 – \$40,714, Canberra (PN. 42419)  
Closing date: 22 December 2001

Duties: Prepare and check legislative publications using computerised publishing technology; undertake proofreading and other editing and quality assurance processes for draft legislation; assist legislative drafters in the preparation of legislation and undertake minor drafting tasks; assist in the development and maintenance of databases of ACT legislation.

Contact Officer: Karen Brown (02) 6207 0609  
Selection documentation may be obtained from Ann Moxon (02) 6207 0615

Apply: 28  
CC: 148-9012-17345

**Parliamentary Counsel's Office  
Legislative Access & Administration**

Administrative Service Officer Class 5  
\$41,825 – \$44,349, Canberra (PN. 42307)  
Closing date: 22 December 2001

Duties: Work in a team responsible for legislative editing, legislative publishing (including web publishing) and IT or administrative services; edit draft legislation, organise its printing, undertake minor drafting; research and document management tasks for the office drafting work; and assist in the development and implementation of the ACT legislation register.

Contact Officer: Aasha Swift (02) 6207 0839  
Selection documentation may be obtained from Ann Moxon (02) 6207 0615

Apply: 28  
CC: 148-9012-17345

**Parliamentary Counsel's Office  
Legislative Access & Administration**

Senior Officer Grade B \$67,576 – \$76,073,  
Canberra (PN. 43612)  
Closing date: 22 December 2001

Duties: Manage the continuing development of the web publication and notification of ACT legislation on the ACT legislation register, and related client services; manage the office's specialist teams responsible for legislative publications, editing quality assurance processes and administrative support; and provide strategic policy advice about legislative access issues, client services, change management and quality improvement strategies.

Contact Officer: Alison Gardiner (02) 6207 0609  
Selection documentation may be obtained from Ann Moxon (02) 6207 0615

Apply: 28  
CC: 148-9012-17345

**EMPLOYMENT (Continued)****EMERGENCY SERVICES BUREAU****Corporate Services****Human Resources**

Personnel Team Leader

Administrative Service Officer Class 5

\$41,825 - \$44,349, Canberra (PN. 12724)

Closing date: 20 December 2001

Duties: We are looking for a person who can lead, motivate and develop staff working in a Personnel environment. The ability to prioritise individual and team workloads to ensure all deadlines are met is of the utmost importance. The Personnel Team Leader will also undertake research into complex conditions of employment issues and prepare associated reports and recommendations.

Eligibility/other requirements: Experience in using an automated Human Resource Management System for processing payroll variations and for reporting purposes.

Note: Selection may be based on application and referees reports and interviews may not be conducted. Please attach to your application two referees reports addressing the Selection Criteria or provide names and contact details of two referees.

Contact Officer: Stephanie Wannell  
(02) 6207 8420 or email:

[stephanie.wannell@act.gov.au](mailto:stephanie.wannell@act.gov.au)

Selection documentation may be obtained from David McElligott (02) 6207 5906 or email:

[david.mcgelligott@act.gov.au](mailto:david.mcgelligott@act.gov.au)

Apply: 13

CC: 148-9007-16846

**Corporate Services****Human Resources**

Administrative Service Officer Class 4

\$37,499 - \$40,714, Canberra (PN. 10372)

Closing date: 20 December 2001

Duties: Supervise a team of staff involved in pay and conditions of service activities; including assisting in identifying and providing for long term training needs. Research and interpret conditions of service and make decisions or recommendations regarding entitlements. Calculate and process the more complex pay variations and prepare written correspondence as well as producing a range of reports from the Perspect system for use within Personnel and Management.

Eligibility/other requirements: Experience in using an automated Human Resource Management System plus a thorough understanding of the CITEC payroll system.

Note: Selection may be based on application and referees reports and interviews may not be conducted. Please attach to your application two referees reports addressing the Selection Criteria or provide names and contact details of two referees.

Contact Officer: Tracy Harwood (02) 6207 5875  
or email: : [tracy.harwood@act.gov.au](mailto:tracy.harwood@act.gov.au)

Selection documentation may be obtained from David McElligott (02) 6207 5906 or email:

[david.mcelligott@act.gov.au](mailto:david.mcelligott@act.gov.au)

Apply: 13

CC: 148-9007-16846

**Corporate Services****Human Resources**

Administrative Service Officer Class 3

\$33,644 - \$36,310, Canberra (PN. 12164)

Closing date: 20 December 2001

Duties: Accurately calculate and process variations affecting salary, leave entitlements, allowances and superannuation for ACTPS employees and maintain personnel records on the Human Resource Management System (Perspect). Interpret conditions of service and make decisions or recommendations regarding entitlements within delegated powers. Respond to enquiries and advise payees on personnel matters.

Eligibility/other requirements: Experience with Perspect or similar automated HRM system would be an advantage.

Note: Selection may be based on application and referees reports and interviews may not be conducted. Please attach to your application two referees reports addressing the Selection Criteria or provide names and contact details of two referees.

Contact Officer: Tracy Harwood (02) 6207 5875  
or email: : [tracy.harwood@act.gov.au](mailto:tracy.harwood@act.gov.au)

Selection documentation may be obtained from David McElligott (02) 6207 5906 or email:

[david.mcelligott@act.gov.au](mailto:david.mcelligott@act.gov.au)

Apply: 13

CC: 148-9007-16846

**DEPARTMENT OF URBAN SERVICES****Operations Group****ACT Forests****Environment and Recreation Section**

Closing date: 20 December 2001

ACT Forests is responsible for the sustainable management of 16,000 hectares of commercial pine plantations and 10,000 hectares of native forest areas around Canberra. With over 1 million visits per year, ACT Forests is aiming to provide a high quality recreational experience for those who wish to visit the plantations. An exciting opportunity exists for a person with skills, experience and initiative in developing and managing forest recreation activities to join ACT Forests' dynamic Environment and Recreation team.

Applications are invited for the following position:

Forest Recreation Officer

This position is responsible for planning, developing and managing forest recreation, interpretation, and public relations programs, management of heritage and cultural sites, environmental monitoring and for supervising a small team of keen, committed rangers.

**Salary in the range: \$31,493 - \$50,976**

**Eligibility/other requirements:** Tertiary qualification acceptable for entry to voting membership of the Institute of Foresters of Australia (or equivalent) is essential.

## EMPLOYMENT (Continued)

Experience in environmental management, forest recreation or community forestry is highly desirable. Ability to pass fire fighter fitness assessment and a current Driver's Licence is required. This position is located at ACT Forests' headquarters at Stromlo. Job specific inquiries should be directed to: Dave Jamieson on (02) 6207 2497. Selection documentation may be obtained from Deb Melaluca on (02) 6207 2486. Or from the recruitment home page: <http://www.act.gov.au/urbanservices/recruit.html>  
Apply: 34  
CC: 148-9029 16940

### Operations Group City Operations Branch Road User Services Section Inspection Station

General Service Officer Level 7  
\$33,172 - \$35,106, Canberra (PN. 14033)  
Closing date: 13 December 2001  
Duties: Road User Services is a dynamic organisation committed to road safety and the reduction of vehicle theft and rebirthing. To achieve these goals we provide vehicle inspection services to the ACT Community. We have an opportunity for you to join this progressive organisation and help us to promote vehicle safety, theft and rebirthing reduction in the ACT. In this role you will:

- Exercise the duties of an inspector appointed under the Road Transport Act 1999 & corresponding regulations.
- Undertake vehicle inspections in the inspection station including those of a more complex nature in line with established targets for timeliness and quality and maintain the necessary records of those inspections.
- Assist in the administration of other associated aspects of vehicle inspections.

You will have a good knowledge of vehicle standards and the ability to apply them to vehicle inspections. You will also be reliable, self motivated and be able to prioritise work in a small team environment.

Eligibility/other requirements: The ability to provide high quality customer service in a regulatory environment is essential. Motor Mechanics Trade Certificate or equivalent and the possession of a current driver licence

Contact Officer: Malcolm Howard  
(02) 6207 5238 or [malcolm.howard@act.gov.au](mailto:malcolm.howard@act.gov.au)  
Selection documentation may be obtained from Helen Williams (02) 6207 7033 or [helen.williams@act.gov.au](mailto: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

### DEPARTMENT OF TREASURY

#### Revenue Management Branch Taxation Services

Administrative Service Officer Class 5, (PN: 55131)  
Salary Range: \$41,825 - \$44,349p.a

### Applications close 20 December 2001

**Duties:** Under general direction, provide professional service to clients and perform operational and administrative tasks related to the First Home Owners Grant (FHOG) including the following: Process applications including updating of computer records; make decisions and exercise delegated powers within guidelines provided by legislation and administrative arrangements; and provide training manuals for changes to the FHOG application as well as training to industry groups, financial institutions and staff in the use of the application.

Contact Officer/Selection Documentation Cheryl Olley on (02) 6207 0332 and is also available from <http://www.act.gov.au/recruitment/dt.htm>  
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.

**Apply:** 35 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
**CC: 148-9042-17176**

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## Appointments

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### DEPARTMENT OF HEALTH AND COMMUNITY CARE

**Technical Officer Level 3 \$38,951 - \$45,147**  
Danny Hawke: 741-20400, Section 68, 6/12/01  
CC: 148-9011-16889

**Senior Officer Grade C, \$57,191 - \$61,666**  
Sascha Kylie Surgey, 741-18511, Section 68(1), 26 November 2001  
CC: 17913

### ACT COMMUNITY CARE

**Professional Officer Class 2 \$44,111 - \$49,298**  
Vivian Sinclair: 741-03934, Section 68(1), 26 November 2001  
CC: 148-9009-17798

**Senior Officer Grade C \$56,456 - \$60,872**  
Deborah Fulton: 741-06158, Section, 68(1) 23 November 2001  
CC: 148-9009-16860

### DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

**Professional Officer Class 2 \$45,171 - \$51,888**  
Belinda Anne Keating: 772-17136, Section 68(1), 21 November 2001  
CC: 148-9013-16917

**Family Services Worker Class 1 \$37,499 - \$44,349**  
Clare Louise Bell: 766-14324, Section 68(1), 27 November 2001  
CC: 148-9013-16917

## EMPLOYMENT (Continued)

### CANBERRA INSTITUTE OF TECHNOLOGY

**Teacher Band 1 \$38,522 – \$52,577**  
 Andrew Trost: 737-00331, Section 68(1), 23 November 2001  
 Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 34.4 of the *Canberra Institute of Technology (Teaching Staff Component) Certified Agreement 2000-2003*.  
 CC: 148-9024-18551

**Teacher Band 1 \$38,522 - \$52,577**  
 Claire Young: 744-92730, Section 68(1), 28 November 2001  
 Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 34.4 of the *Canberra Institute of Technology (Teaching Staff Component) Certified Agreement 2000-2003*.  
 CC: 148-9024-18551

**Teacher Band 1 \$38,522 – \$52,577**  
 Lynette Wilson: 744-92730, Section 68(1), 28 November 2001  
 Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 34.4 of the *Canberra Institute of Technology (Teaching Staff Component) Certified Agreement 2000-2003*.  
 CC: 148-9024-18551

### DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

**Administrative Service Officer Class 6 \$45,171 – \$51,888**  
 Leonie McKinnon: 705-34892, Section 68/70, 04 October 2001  
 CC: 148-9012-16898

**Administrative Service Officer Class 2 \$29,539 – \$32,755**  
 Sheila Keeley: 747-87811, Section 68/70, 22 November 2001  
 CC: 148-9075-17581

**Administrative Service Officer Class 4 \$37,499 – \$40,714**  
 Melita Bozin: 765-86685, Section 68/70, 15 November 2001  
 CC: 148-9075-16939

### EMERGENCY SERVICES BUREAU

**Ambulance Officer (Paramedic) \$37,616**  
 Vincent James Ryan: 754-05280, Sections 68 & 70, 22 November 2001  
 CC: 148-9007-16846

### DEPARTMENT OF URBAN SERVICES

**Professional Officer Class 1 \$31,501 - \$44,191**  
 Geoffrey Mervyn Brewster: AGS No 736-95907, Section 115, 19 November 2001  
 CC: 148-9037 17018

### ACT INSURANCE AUTHORITY

Senior Officer Grade C, \$61,666p.a  
 Kathryn Maree Cockerill, AGS No: 769-10377  
 Section 68  
 26 November 2001  
 ACT Insurance Authority

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## Transfer

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### DEPARTMENT OF HEALTH AND COMMUNITY CARE

Andrea Cullen: 537-04095  
 From: Senior Professional Officer Grade C  
 The Canberra Hospital  
 To: Senior Officer Grade C \$57,191 - \$61,666  
 Healthy Cities, Health Promotion Unit, ACT  
 Department of Health and Community Care,  
 Canberra (PN. 23790) 37, 13.9.01  
 CC: 148-9011-16889

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## Promotions

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### 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

## EMPLOYMENT (Continued)

- you applied for the position and you are an officer or former officer of the ACTPS or APS and you are engaged in eligible public employment under the officers' mobility provisions in section 115 of the Act, or you are still covered by the provisions of the repealed Officers' Rights Declaration Act. However, you may only appeal if the position applied for is higher than the last position you held in the ACTPS or APS.

### YOU CAN NOT APPEAL WHEN:

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

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

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

### ADVICE TO POTENTIAL APPELLANTS

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

### GROUND OF APPEAL

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

### EFFICIENCY

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

- (2) For the purpose of forming an opinion as to the most efficient of the officers concerned, the Committee shall have regard to:
  - (a) the abilities, qualifications, experience, standard of work performance and personal qualities of each officer, to the extent that the Committee considers that those matters are relevant to the performance of the duties of the office; and

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

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

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

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

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

### 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

## EMPLOYMENT (Continued)

an APS officer or someone working for a statutory authority, details of your former ACTPS position, the current position you hold in the APS or the statutory authority);

- Office/branch and department or agency; and
- AGS number.

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

### WHEN TO LODGE APPEALS

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

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

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

### WHERE TO LODGE APPEALS

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

### ADVICE TO PROMOTEES AND APPELLANTS

All parties to an appeal are required to submit **written statements** supporting their case, to the MPC, within fourteen (14) days of the close of the appeal period, or by such other date as the MPC may determine.

If a party fails to provide a statement, MPC staff will remind the party or department of this requirement, and may, on request and in exceptional circumstances grant an extension of time. However, the PAC has the discretion to determine the case even if the statement is not provided.

Your statement in support of your case is a significant document in PAC deliberations, and is used to decide whether personal hearings will be necessary. If you fail to make a reasonable case for greater efficiency in your statement, you may find that the PAC proceeds to determine your case without interviews. As a party to an appeal, you are entitled to access to:

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

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

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

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

### CONTENT OF STATEMENTS

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

- (a) at the top:
  - (i) PAC reference number;
  - (ii) full name;
  - (iii) both your private and work address and telephone number. If you do not wish this information to be available to other parties it should be included with your statement in a severable sheet which clearly indicates that it is to be kept confidential;
  - (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:*



## EMPLOYMENT (Continued)

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

If you feel it is necessary to make any unfavourable comments about a party to the appeal, you should include these comments in your written statement. Parties to an appeal must have an opportunity to comment on any unfavourable observations. You should also note that your statement should not include material that breaches privacy requirements or any similar legislation.

### PAC PROCEDURES

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

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

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

- (a) the departmental statement;
- (b) the written statements of the parties;
- (c) the cases put to the PAC by the parties at any oral hearing or under any alternative arrangements;
- (d) an assessment of the parties at any hearing before the Committee;
- (e) relevant views expressed by supervisors, referees or other persons contacted; and
- (f) any other written information about a party requested by the MPC from the promoting/selecting department under the Merit Protection (Australian Government Employees) regulations.

At the hearing, you may be asked to clarify points from your statement, to respond to questions which test you against the requirements of the position, and to summarise why you are the more efficient officer. You should use this opportunity to elaborate on the claims in your written statement as to why you believe you are more efficient.

Promotees and selectees **must** be prepared to discuss their own efficiency compared with that of the appellant(s). It is not enough to take refuge in the fact that the department chose you in the selection exercise.

If the PAC becomes aware of new material which relates to your work, which is significantly adverse to you, and could affect your success in the appeal adversely, the PAC will inform you of the substance of the material

and give you the chance to comment. If the PAC decides that it needs more information, it may also contact the department, any of the parties to the appeal, or referees or supervisors of the parties.

### SUPERVISORS/REFEREES

As mentioned above, each PAC is free to determine its own procedures, and may or may not feel a need to consult with supervisors, referees, or other people. If you wish the PAC to have regard to the comments of a particular person, it is in your best interests to obtain such comments in writing and submit them with your statement. You should also speak to anyone you intend to nominate as a referee, to find out what they will say about you if contacted, and how they rate you against the other party/parties if they know them.

The most appropriate person to nominate as your referee is your current supervisor, provided that he/she has supervised you for a reasonable period. Past supervisors are also appropriate if their knowledge of you is reasonably recent. The PAC will also be particularly interested in the views of referees who can give well-founded comments comparing two or more of the parties. You are not limited to nominating your supervisors for referee comments (and indeed you may nominate anyone you wish to) but supervisor's opinions are usually perceived as most useful by PACs.

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

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

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

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

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

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

## EMPLOYMENT (Continued)

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 AND COMMUNITY CARE

#### Central Office Community Health and Housing Executive

#### Liza Jane Holroyd: 735-15996

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

Chief Minister's Department

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

Executive, Department of Health and Community Care, Canberra (PN. 23595) (Gazette No. , 27 September 2001)

CC: 17913

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

#### Christine Dorothy Ruth Wheeler: 757-48523

From: Graduate Administrative Assistant, \$25,492 - \$32,755

Chief Minister's Department

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

Human Resources Unit, Department of Health and Community Care, Canberra (PN. 29555)

Duties: As a member of a small team, co-ordinate human resource management projects and contribute to a variety of other key programs.

#### Co-ordinate the Department's Travel arrangements including the reconciliation of such accounts.

Note: This promotion is made under Section 83 of the Public Sector Management Act 1994, and is to a non-advertised vacancy. Any suitably qualified officer may appeal.

CC: 17925

### THE CANBERRA HOSPITAL

#### Mental Health Services

#### Territory-Wide Services

#### David Trevor Dennis: 739-65233

From: Senior Professional Officer Grade C

\$55,684 - \$60,040

Mental Health Services

To: Senior Professional Officer Grade B \$65,794

- \$74,067

Territory-Wide Services, Canberra (PN. 26265)

(23.08.01)

† Note: This is a non appellable promotion

CC: (2222)

#### Mental Health Services

#### Bed Based Services

#### Sheryl Anne Hall: 547-17322

From: Senior Professional Officer Grade C

\$55,684 - \$60,040

Mental Health Services

To: Senior Professional Officer Grade B \$65,794

- \$74,067

Bed Based Services, Canberra (PN. 21281)

(23.08.01)

† Note: This is a non appellable promotion

CC: (2227)

#### Mental Health Services

#### Regional Services

#### Amanda Julie Urbanc: 735-30600

From: Registered Nurse Level 1

\$32,664 - \$42,332

Mental Health Services

To: Senior Professional Officer Grade B \$65,794

- \$74,067

Regional Services, Canberra (PN. 25981)

(23.08.01)

† Note: This is a non appellable promotion

CC: (2232)

#### Clinical Services

#### Barbara Lynette McCarthy: 258-66986

From Senior Officer Grade C \$55,684 - \$60,040

ACT Department of Health, Housing &

Community Care, Central Office

(dagger) To: Senior Professional Officer

Grade B \$65,794 - \$74,067

Clinical Services, Canberra (PN. 29041)

(4.10.01)

CC: (1141)

#### Medical Services - Nursing

#### Coronary Care Unit

#### Janice Marie Flaherty: 261-24802

From: Registered Nurse Level 1

\$32,664 - \$42,332

The Canberra Hospital

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

**EMPLOYMENT (Continued)**

The Canberra Hospital, Coronary Care Unit,  
Canberra (PN. 20486)  
Note: This is an identical vacancy to PN. 22328  
(15.3.01)  
CC: (1743)

**ACT COMMUNITY CARE**

**Child, Youth and Women's Health Program**  
Jodie Mackenzie: 740-97415  
From: Administrative Service Officer Class 2,  
\$28,845 - \$31,986  
ACT Community Care  
Administrative Service Officer Class 5  
\$40,843 - \$43,309  
Child, Youth and Women's Health Program, ACT  
Community Care, Canberra (PN. 27380) (4  
October 2001)  
CC: 148-9009-16857

**CHIEF MINISTER'S DEPARTMENT**

**K. G. Young AGS No 735-16518**  
From: Senior Officer Grade C,  
\$57,191-\$61,666p.a  
From: Festival ACT, Chief Minister's Department  
To: Senior Officer Grade B  
\$67,576 - \$76,073p.a  
(PN: 55520), Festival ACT, Chief Minister's  
Department  
27 September 2001  
CC 148-9031-17204

**L. L. Paull AGS No 341-49890**  
From: Administrative Service Officer Class 1,  
\$15,659 - \$28,845p.a  
From: Chief Minister's Department  
To: Administrative Service Officer 3,  
\$33,644 - \$36,310p.a  
(PN: 11650), Corporate Finance, Chief Minister's  
Department  
20 September 2001

All appeal applications should be addressed to:  
Convenor of the Appeal Panel  
PO Box 749  
Civic Square ACT 2608  
CC 148-9031-17429

**C. McGaughey AGS No 340-82681**  
From: Administrative Service Officer 4,  
\$37,499 - \$40,714p.a  
From: Department of Education and Community  
Services  
To: Administrative Service Officer 5,  
\$41,825 - \$44,349p.a  
(PN: 55307), Policy Group, Chief Minister's  
Department  
2 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

**C. Wright AGS No 735-13982**  
From: Administrative Service Officer 4,  
\$37,499 - \$40,714p.a  
From: Chief Minister's Department  
To: Administrative Service Officer 6,  
\$45,171 - \$51,888p.a  
(PN: 55216), Policy Group, Chief Minister's  
Department  
2 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

**CANBERRA INSTITUTE OF TECHNOLOGY**

**Faculty of Science & Technology**  
**Department of Laboratory & Forensic Sciences**  
**Leonie Hush: 340-77663**  
From: School Assistant 2 \$25,118 - \$27,854  
Department of Education & Community Services  
To: Technical Officer 1/2 \$30,695 - \$38,368  
Canberra Institute of Technology, Department of  
Laboratory & Forensic Sciences, Canberra (PN.  
54415)  
Note: This promotion is to a non-advertised  
vacancy and is made in accordance with  
Clause 10.4 of the Canberra Institute of  
Technology (Non-teaching Staff) Certified  
Agreement 2000-2002. Any suitably qualified  
officer may appeal against this promotion..  
Duties of the position are as follows: Undertake  
a range of technical duties including collect,  
catalogue and maintain materials, prepare for  
and service classes, assist with classroom  
exercises. Maintain, operate, purchase and set  
up equipment within the department.  
CC: 148-9024-18551

**DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**

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

**ACT Magistrates Court**  
**Counter Service Unit**  
**Beverly Venness: 765-86423**  
From: ASO2 \$29,539 - \$32,755  
Department of Justice and Community Safety  
To: ASO3 \$33,644 - \$36,310  
ACT Magistrates Court, Department of Justice  
and Community Safety, Canberra (PN 44042)  
(No. 37 13 September 2001)  
CC: 148-9012-16939

**ACT Magistrates Court**  
**Counter Service Unit**  
**Joanne Rice: 747-87504**  
From: ASO2 \$29,539 - \$32,755  
Department of Justice and Community Safety  
To: ASO3 \$33,644 - \$36,310  
ACT Magistrates Court, Department of Justice  
and Community Safety, Canberra (PN 44043)  
(No. 37 13 September 2001)  
CC: 148-9012-16939

## EMPLOYMENT (Continued)

**Policy and Regulatory Division  
Legislation and Policy**

**Tania Manuel: 747-85779**

From: Administrative Service Officer Class 4  
\$37,499 - \$40,714  
Department of Urban Services  
To: Senior Officer Grade C \$57,191 - \$61,666  
Policy and Regulatory Division, Department of  
Justice and Community Safety, Canberra (PN.  
42739) (No. 26, 28 June 2001)  
CC: 148-9012-17170

**Policy and Regulatory Division  
Legislation and Policy**

**Frances Brown: 507-07653**

From: Legal 1 \$34,662 - \$71,069  
Department of Justice and Community Safety  
To: Senior Officer Grade B \$67,576 - \$76,073  
Policy and Regulatory Division, Department of  
Justice and Community Safety, Canberra (PN.  
3208) (No. 26, 28 June 2001)  
CC: 148-9012-17170

**Policy and Regulatory Division  
Legislation and Policy**

**Anita Kaney: 539-90861**

From: Legal 1 \$34,662 - \$71,069  
Department of Justice and Community Safety  
To: Senior Officer Grade B \$67,576 - \$76,073  
Policy and Regulatory Division, Department of  
Justice and Community Safety, Canberra  
(PN. 44045) (No. 26, 28 June 2001)  
CC: 148-9012-17170

**Office of the Community Advocate**

**Jacinta Telford: 747-85410**

From: Administrative Service Officer Class 3  
\$33,644 - \$36,310  
Department of Justice and Community Safety  
To: Administrative Service Officer Class 4  
\$37,499 - \$40,714  
Office of the Community Advocate, Department of  
Justice and Community Safety, Canberra  
(PN. 44059) (No. 4 October 2001)  
CC: 148-9012-16912

**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.

**City Management Group**

**Roads ACT**

**Asset Use Section**

**C. M. Kon: AGS No 772-38076**

From: Administrative Service Officer Class 4  
\$37,499 - \$40,715  
Urban Services  
To: Technical Officer Level 3 \$38,951 - \$44,191  
Asset Use Section Urban Services, Canberra  
(PN. 23579) (Gazette No 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: 148-9019 17040

**Corporate Group**

**Corporate Budgets Section**

**D. J. Quade: AGS No 710-41985**

From: Administrative Service Officer Class 4  
\$37,499 - \$40,714  
Department of Justice and Community Safety  
To: Administrative Service Officer Class 6  
\$45,172 - \$51,888  
Corporate Budgets Urban Services, Canberra  
(PN. 24922) (Gazette No 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: 148-9017 17305

**Environment ACT**

**Resource Management Section**

**R. M. Woodbury: AGS No 705-34446**

From: Professional Officer Class 2  
\$45,172 - \$50,482  
Urban Services  
To: †Senior Officer Grade C \$57,191 - \$61,888  
Resource Management Section Urban Services,  
Canberra (PN. 3858) (Gazette No 39, 20/9/01)  
CC: 148-9028 17030

**DEPARTMENT OF TREASURY**

**S. W. Friend AGS No 735-16518**

From: Administrative Service Officer Class 6,  
\$45,171 - \$51,888p.a  
From: Financial and Budgetary Management  
Branch, ACT Department of Treasury  
To: Senior Officer Grade C,  
\$57,191 - \$61,666p.a  
(PN: 10939), Financial and Budgetary  
Management, ACT Department of Treasury  
4 October 2001  
**CC 148-9042-17765**

**D. Morgan AGS No 760-74380**

From: Administrative Service Officer Class 6,  
\$45,171 - \$51,888p.a  
From: Financial and Budgetary Management  
Branch, ACT Department of Treasury  
To: Senior Officer Grade C,  
\$57,191 - \$61,666p.a  
(PN: 42031), Financial and Budgetary  
Management, ACT Department of Treasury  
4 October 2001  
**CC 148-9042-17765**

**M. E. Earle AGS No 735-15275**

From: Administrative Service Officer Class 6,  
\$45,171 - \$51,888p.a  
From: Financial and Budgetary Management  
Branch, ACT Department of Treasury  
To: Senior Officer Grade C,  
\$57,191 - \$61,666p.a  
(PN: 735), Financial and Budgetary  
Management, ACT Department of Treasury  
4 October 2001  
**CC 148-9042-17765**

**Deemed Promotion**

**J. Flack AGS No 733-07935**

From: Customs Level 3 \$44,861 - \$53,560p.a  
From: Australian Custom Services  
To: Senior Officer Grade C,  
\$57,191 - \$61,666p.a

## EMPLOYMENT (Continued)

(PN: 2828), Financial and Budgetary Management, ACT Department of Treasury  
 Note: This promotion is made as an appointment under section 115(6) of the Public Sector Management Act 1994 and is a deemed promotion.  
 4 October 2001  
**CC 148-9042-17765**

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### Retirements and dismissals

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#### **DEPARTMENT OF URBAN SERVICES**

*Section 143 Public Sector Management Act:*  
 Andrew John Turner, General Service Officer  
 Level 3, 21 November 2001  
 CC: 148-9015 17777

*Section 43 Public Sector Management Act:*  
 Richard George Taylor, Administrative Service Officer Class 3, 26 September 2001  
 CC: 148-9015 17719

*Section 143 Public Sector Management Act:*  
 Susan Joy Allan, Administrative Service Officer Class 3, 21 November 2001  
 CC: 148-9021 16944

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### Forfeiture of Office

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#### **DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**

*Section 221(2) Public Sector Management Act:*  
 Carmel Rosemary Galvin, Teacher Level 1, 16 November 2001  
 CC: 148-9013-16917

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

# GOVERNMENT NOTICES

## AUSTRALIAN CAPITAL TERRITORY

### REMAND CENTRES ACT 1976

#### DECLARATION OF TEMPORARY REMAND CENTRE

Under section 5(1) of the *Remand Centres Act 1976 (ACT)* (the Act), the Administrator has informed me:

- a. that the number of detainees in the Belconnen Remand Centre declared by instrument, published pursuant to section 4 of the Act, in the Gazette No. S169 of 27 September 1976 is likely to be greater than the number that can be held conveniently in the Centre; and
- b. that it is not appropriate to transfer some detainees to another institution within or outside the Territory.

Therefore, under section 5(3) of the Act, I DECLARE the area of land on which the Australian Federal Police Watch house is located, to be a temporary remand centre for the period of 12 months commencing from gazettal of this notice.

Dated this 23<sup>rd</sup> day of November 2001

***Ted Quinlan***

Minister for Police, Emergency Services and Corrections



