



Australian Capital Territory

Gazette

No. 7, Thursday 15 February, 2001

Contents

General Information	ii
Employment	169
Gazette Information	191
Government Notices	192

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

CONTACT DETAILS

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

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

Phone: (02) 6205 0254

Fax: (02) 6205 0266

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

Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

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

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

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.

Copyright Notice - Australian Capital Territory

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without written permission from Library and Information Management, Department of Urban Services, ACT Government, GPO Box 158, Canberra ACT 2601.

Products and Services advertised in this publication are not necessarily endorsed by the ACT Government

EMPLOYMENT

ACT Public Service

Executive Contracts

DEPARTMENT OF URBAN SERVICES

Appointment

Michael Zissler
 Director, Procurement and Projects (E198)

General Information

Eligibility to apply for advertised vacancies

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

- the Chief Executive has decided that because of cost or operational efficiency a vacancy should be advertised as open only to permanent officers and groups with eligibility rights. Restricted positions will be marked #
- a former officer is restricted from re-employment under section 114 of the Public Sector Management Act 1994.

Groups with eligibility rights are:

- an officer of the Australian Public Service (APS) applying for appointment (see section 115 of the Act)
- a former officer of the APS or ACTPS who has resigned, if:

*they resigned to rear a child, after taking at least three months maternity or parental leave; and

*they resigned within two years of the date of birth of the child for which the period of maternity leave was granted;

*the position for which they are applying is advertised in the gazette within six years from the date of the birth of the child for which the maternity or parental leave was granted; and

* they have a statement from the relevant Chief Executive of the details of their resignation which was obtained at the time of resignation;

- an 'officer' of an approved organisation listed in Standard 4, Part 6, Mobility with Approved Organisations, employed on other than a temporary basis, applying for appointment;

- a temporary employee who has been employed by the ACTPS in one job for six months continuously, may apply for appointment to an advertised vacancy:

* if still employed in that temporary job; and

* the six months eligibility period is reached before the applications close.

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

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

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

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

Vacancies

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

Central Office
Business Services Bureau
Financial Services Business
Creditors Payment Sub-Unit

Administrative Service Officer Class 3
\$33,147-35,774 Canberra (PN. 23073)

Closing date: 23 February 2001

Duties: Under limited direction, responsible for the efficient operation of a creditors' payment team, including: evaluation and processing of creditors' claims for payment; preparation of routine creditors' payment cheque run; and maintenance of spreadsheets and/or data bases to facilitate preparation of statistical reports and analysis, payment schedules for employer superannuation liabilities and payment schedules for employer taxation and other liabilities. Support and training of subordinate staff. Liaison with clients to facilitate adequate operational feedback and improved operational effectiveness.

Eligibility/other requirements: Extensive experience in the practices and processes associated with the payment of creditors' accounts using a computerised creditor payment system; management, supervisory and interpersonal skills; good level of computer skills; commitment to providing a quality client service. An understanding of the principles of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity.

EMPLOYMENT (Continued)

Note: Was advertised in the ACT Staff Bulletin No 208, Thursday 8 February 2001.

Contact Officer: Sue Davies 02-6244 3398
Selection documentation may be obtained from Sue Davies 02-6244 3398

Apply: Manager, Financial Services, Business Services Bureau, ACT Dept of Health, Housing and Community Care, PO Box 11, WODEN ACT 2606
CC: 148-9011-17916

**Central Office
Business Services Bureau
Financial Services Business
Creditors Payment Sub-Unit**

**Administrative Service Officer Class 2
\$29,102-32,271, Canberra (PN.25053 and 25097)**

Closing Date: 23 February 2001.

Duties: Under limited direction, perform a range of operational and administrative duties, including: evaluation and processing of creditors' claims for payment; provision of inquiry desk service for inquiries regarding payment to creditors and related matters; recording of data in spreadsheets and data bases; and preparation of minor correspondence.

Eligibility/other requirements: Practical experience in the practices and processes associated with the payment of creditors' accounts using a computerised creditor payment system; good level of interpersonal and team skills; good level of computer skills; and commitment to providing a quality client service. An understanding of the principles of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity.

Note: Was advertised in the ACT Staff Bulletin No 208, Thursday 8 February 2001.

Contact Officer: Sue Davies 02-6244 3398
Selection documentation may be obtained from Sue Davies 02-6244 3398

Apply: Manager, Financial Services, Business Services Bureau, ACT Dept of Health, Housing and Community Care, PO Box 11, WODEN ACT 2606
CC: 148-9011-17916

**ACT Housing
Executive Group
Information Systems
Administrative Service Officer Class 4
\$36,945-\$40,113 PN 11938
Canberra**

Closing Date: 01-Mar-01

Duties:

Under general direction, either individually or as a member of a team, undertake the following duties: Implement and maintain procedures to

ensure security for ACT Housing's tenancy management database, network and systems administration. Assist in preparation of documents for publication, including HTML documents for Internet and Intranet.

Contact Officer and Selection documentation: Di Hickey (02) 62071271
Or from the recruitment home page: (www.act.gov.au/urbanservices/recruit.html)
CC: 148-9021 20617

**ACT HOUSING
Director**

The successful applicant will be responsible for providing tenancy management services to public housing tenants in the ACT and for providing housing assistance in accordance with the Commonwealth State Housing Agreement.

The position reports to the Executive Director ACT Housing and Chief Executive Officer, Department of Health, Housing and Community Services.

Remuneration: The remuneration package of \$119,583 per annum includes a cash component of \$86,567. Employer provided benefits include generous superannuation, spouse travel and a privately plated car.

Applicants for this position should possess executive management skills of a very high order and a demonstrated record of achievement in the management of human, financial and strategic resources within a large and highly diverse organisation.

Contracts: The successful applicant will be employed under a performance based contract for a period of up to five years. Prospective applicants should be aware that individual contracts are required to be tabled in the ACT Legislative Assembly.

Contacts: Enquiries about the position to Bob Hutchison, Executive Director, ACT Housing, telephone 02-62071523, or by email bob.hutchison@act.gov.au.

Selection documentation may be obtained from Joanne Rosewarne on 02-62071338 or be email: joanne.rosewarne@act.gov.au.

Applications addressing the selection criteria should be forwarded by close of business 23 February 2001 to Joanne Rosewarne, Strategic Corporate Support, ACT Housing, Locked Bag 3000, BELCONNEN ACT 2617.

CC 148-9021 16927

EMPLOYMENT (Continued)**Urban Services****ACT Housing****Executive Group****Corporate Finance Section****Administrative Service Officer Class 6****\$44,503-51,121 PN 25704****Canberra****Closing Date:** 01-Mar-01**Duties:**

The position reports to the Finance Manager and will undertake and be responsible for a broad range of tasks and functions across the full spectrum of corporate finance activities including budgeting, financial reporting and advice on the GST.

Note: Selection may be based on application only. Two (2) referees reports to be supplied with applications. The Selection Committee will operate as a Joint Selection Committee (JSC) under Section 88 of the Public Sector Management Act 1994.

Contact Officer: Bob Hyland: (02) 62071734**Selection documentation:** Caroline Delaney (02) 62075955

Or from the recruitment home page:

(www.act.gov.au/urbanservices/recruit.html)

CC: 148-9021 16927

Urban Services**ACT Housing****Executive Group****Corporate Finance Section****Senior Officer, Grade C****\$56,346-\$60,755 PN 10595****Canberra****Closing Date:** 01-Mar-01**Duties:**

The position reports to the Chief Financial Officer and will undertake and be responsible for a broad range of tasks and functions across the full spectrum of corporate finance activities and for the management and leadership of the Finance Unit.

Note: Selection may be based on application only. Two (2) referees reports to be supplied with applications. The Selection Committee will operate as a Joint Selection Committee (JSC) under Section 88 of the Public Sector Management Act 1994.

Contact Officer: Bob Hyland (02) 62071734**Selection documentation:** Carolyn Delaney (02) 62075955

Or from the recruitment home page:

(www.act.gov.au/urbanservices/recruit.html)

CC: 148-9021 16927

THE CANBERRA HOSPITAL**Clinical School****Library and Multimedia Services****Information Technology Officer Class 2 –****\$42,986-49,378, Canberra (PN.29747)****Closing date:** 1 March 2001**Duties:** Library and Multimedia Services is a section of the Canberra Clinical School.

The Unit's primary objective is to cater to the information needs of the staff and students of the ACT Health, Housing and Community Care Department. This Unit also provides access to technology, training and equipment of auditorium. The Canberra Hospital is seeking a dynamic person to provide managerial and technical support to operate and maintain the Auditorium and library network servers.

Eligibility/other requirements: Relevant tertiary qualifications desirable. Experience in web publishing and sound engineering highly desirable.

Contact Officer: Saroj Bhatia (02) 6244 2588

Selection documentation may be obtained from Human Resource Management Group

(02) 6244 4168

Apply: 16

CC: 148-9010-16875 93 (1512)

The Canberra Hospital**Pathology Services****Customer Services****Registered Nurse Level 1 \$32,245 - \$41,789, Canberra (PN. 29827 & 28497)****Closing date:** 1 March 2001

Duties: ACT Pathology is a business unit of the Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region. Customer Services is a sub-section of ACT Pathology which incorporate the collection services. ACT Pathology provides ward collection services for the Canberra Hospital and National Capital Private Hospital inpatients and has four busy collection centres which provide blood collections to outpatients. One of the advertised positions is located in one of the collection centres providing blood collections to outpatients. The other position is a weekend position providing ward collections to the National Capital Private Hospital and outpatient collections at The Canberra Hospital. The successful applicants will be required to provide a professional and customer focussed service.

Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Board. Recent relevant experience in the collection of specimens for pathology tests from adults and children.

Note: Selection will be subject to a streamlined process. It is in the interest of applicants to submit detailed applications and references as their primary claim to the position. Only shortlisted applicants will be contacted regarding the next phase in the selection process. Shortlisted applicants may be asked to demonstrate their specimen collection skills.

Contact Officer: Noreen Buckley (02) 6244 2934

Selection documentation may be obtained from Human Resource Management Group

(02) 6244 3139

EMPLOYMENT (Continued)

Apply: 16
 CC: 148-9010-16875 (3141)

**Medical SMT
 Medical Services Administration**

**Administrative Service Officer Class 4/5
 \$36,042-42,626, Canberra (PN. NP)**

Closing date: 1 March 2000
Duties: The Medical SMT works in a dynamic environment providing administrative and management support to Medical Services within The Canberra Hospital. A great opportunity has arisen for an Accounts Clerk to become part of the small but cohesive administrative unit. The successful applicant will be primarily required to provide accounts support to the Medical Services Team including approval of invoices, preparation of journals, end of month accruals and distribution of reports. Previous experience in a healthcare environment and/or experience with ORACLE or similar financials would be an advantage. Accounting qualifications or significant progress towards achieving same would be desirable. Well developed communication and negotiation skills will be essential as will an approach to work which values accuracy and attention to detail. Salary packaging including FBT exemption up to a threshold of \$8755pa is available.
Note: Only one position is available and will be filled according to the experience and/or qualifications of the successful applicant.

Contact Officer: Tony Lee (02) 6244 2660
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580
 Apply: 16
 CC: 1711

ACT COMMUNITY CARE

**ACT COMMUNITY CARE
 DISABILITY PROGRAM
 Disability Support Officer Level 1
 Several Positions
 Permanent Full Time & Casual Positions
 \$27,437 - \$28,536 pa**

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

Do you want an interesting and stimulating career? By becoming a Disability Support Officer you can provide direct day to day support to people with a wide range of disabilities. Opportunities exist for you to work with people with acquired brain injuries or young children with disabilities.

To be successful you will need to demonstrate your understanding of and ability to promote the valued status of people with disabilities. You will also need to have respect for the individual rights and dignity of people with a disability. If you can demonstrate that you have experience in a similar role or that you have the potential to develop relevant skills, you will be considered for appointment.

It is essential that you have a current driver's licence and a current First Aid Level 1 Certificate. You must also be prepared to work shift work any day of the week (penalty rates apply).

If you are successful in gaining casual employment you will be placed on a casual register. Casual employment is on a day to day basis and no guarantee of continuity of work is given.

**To obtain an application kit please call
 (02) 6205 0971 (Answering Machine)
 Applications Close: 1 March 2001**

**All applicants must satisfy the Selection Criteria and provide certified true copies of their current driver's licence and first aid certificate.
 Applications will not be acknowledged on receipt**

Note: Please indicate on the Application Cover Sheet whether you wish to apply for a PERMANENT or CASUAL position.

An **information session** will be held prior to the closing date for applications for potential applicants to attend. This session will be held on Friday 23 February 2001 from 12.30 pm to 1.30 pm, Level 5 Theatre, ACT Community Care Building, Cnr of Moore & Alinga Sts, Canberra City.

Apply: 21
 CC: 148-9009-16861

**ACT COMMUNITY CARE
 Academic Unit of General Practice and
 Community Care
 Canberra Clinical School of the University of
 Sydney**

ACT COMMUNITY CARE is the major provider of community-based health and disability services in the ACT.

Applications are invited from suitably qualified medical graduates who are eligible for registration in the Australian Capital Territory to join the Academic Unit of General Practice and Community Care based at Calvary Hospital. This new position will be filled at the level of:

Lecturer/Senior Lecturer in General Practice

The primary function of the position will be to manage and contribute to the general practice

EMPLOYMENT (Continued)

curriculum in the Sydney University Medical Program at the Canberra Clinical School, with a particular emphasis on the Community Term, and to contribute to general practice research in the Canberra Region.

The person appointed will be developing a career in academic general practice. He/she will be a medical graduate with FRACGP or equivalent, hold or be working towards a relevant Masters or Doctoral degree and have recent or continuing experience of general medical practice and University Departments of General Practice. He/she will have proven performance in both undergraduate and/or postgraduate general practice education, and demonstrated expertise in curriculum development, management and evaluation. He/she will also demonstrate proven research ability, with published output, a wide range of organisational, planning and project management skills, and evidence of ability to work both alone and cooperatively with others.

Salary and conditions of service: The successful applicant will be offered an Australian Workplace Agreement, which will provide an attractive salary package and benefits commensurate with the importance of the position and the calibre of the person sought.

For more information contact Dr Nicholas Glasgow (02) 6252 4501

Selection Documentation: Jenny Jackson (02) 6252 4512

Applications close: 1 March 2001

Apply: 21
CC: 148-9009-18270

ACT Community Care Community Rehabilitation Program Prosthetics and Orthotics

**Administrative Service Officer Class 3
\$32,433 - \$35,003, Canberra (PN.22878)
(Salary packaging with FBT exemption under
PBI conditions is available to permanent staff)**

Closing date: 1 March 2001

Duties: The Community Rehabilitation Program is seeking an experienced and flexible person to fill the position of Office Administrator in the Prosthetic and Orthotic Department. The position is located at the Canberra Hospital.

You need to have proven office administrative experience, and be required to perform a wide range of tasks including; operating a small switchboard, perform accounts receivable and accounts payable functions, provide a high level of client service, oversee the collation and provision of statistics and maintain a patient database.

Contact Officer: Cherie Howard (02) 6244 2851
Selection documentation may be obtained from Lynne Adamaitys (02) 6244 2855
Apply: 21
CC: 148-9009-18269

ACT Community Care Integrated Health Care Program Intake Assessment Team

The Integrated Health Care Program provides client assessment that is independent from service delivery. We are seeking energetic, innovative assessors to assess, plan and coordinate the comprehensive care of clients seeking services from the Integrated Health Care Program and other community agencies.

**Professional Officer Class 2
\$43,545 - \$48,665 pa
Registered Nurse Level 2 \$43,278 - \$46,013 pa
(Salary packaging with FBT exemption under
PBI conditions is available to permanent staff)
Several permanent positions (hours negotiable)**

Closing date: 22 February 2001

Duties: The successful applicants will be required to provide assessment, education and expert advice for clients and their families, be able to participate in Quality Improvement activities and practise at an advanced level.

Eligibility/other requirements: Post registration experience and post-graduate or tertiary qualifications relevant to the positions are desired. Current Nursing Registration or eligibility for registration in the ACT or membership of a relevant professional association and Driver's Licence are essential
Note: These are multi-classified positions, to be filled at either PO2 or RN2 level.

Contact Officer: Michele Hall (02) 6205 1194
Selection documentation may be obtained from Rebecca Todd (02) 6205 2109
Apply: 21
CC: 148-9009-17798

ACT Community Care Disability Program

**Administrative Service Officer Class 5
\$40,757 - \$43,217, Canberra (PN 29164)
Full time 36:45 hours per week**

Closing Date: 1 March 2001

Duties: The Disability Program is looking for a suitably qualified person to assist the finance officer. Duties will include assisting with the preparation of the Program's annual budget, providing input into the Activity Based Costing program, the preparation of journals and assisting with the preparation of monthly financial reports and monitoring the program's performance against budget.

EMPLOYMENT (Continued)

Contact Officer: Geoff Campbell (02) 6207 6365
 Selection documentation: (02) 6205 0971
 (Answering Machine)
 Apply: 21
 CC: 148-9009-16861

**ACT Community Care
 Corporate and Business Development
 Health Centre Management**

**Administrative Service Officer Class 2
 \$28,785 - \$31,919 Canberra (PN. 20985
 temporary vacancy)**

Closing date: 22 February 2001
Duties: Provide assistance in the day to day operations of the centre including arranging appointments, receipting monies, operation of switchboard and responding to telephone enquiries from internal staff and clients.

Note: Temporary vacancy full-time, period of vacancy ASAP – 9 February 2002

Contact Officer: Loretta Bettiens (02) 6205 1444
 Selection documentation may be obtained from Jo Duffy (02) 6205 1133
 Apply: 21
 CC: 148-9009-18270

**ACT Community Care
 Integrated Health Care Program
 Link Team**

The Link team provides discharge planning to patients at both The Canberra and Calvary Hospitals. The team also provides direct nursing services, 24 hrs a day, to clients with a broad range of needs within the ACT community. This service is an integral component within ACT Community Care.

**Registered Nurse Level 2 \$43,278 - \$46,013,
 Canberra (PN 29190)**
 (Salary packaging with FBT exemption under PBI conditions is available to permanent staff)

Closing date: 1 March 2001
Duties: The successful applicant will be required to be able to work all shifts, including weekends, to cover staff who are temporarily on leave from the service. Nurses interested in working with the team should have a wide range of experience in nursing, be committed to the principles of thorough multi-disciplinary discharge planning and primary health care. These positions require an ability to work autonomously, with minimal supervision, and a high level of problem solving ability.

Eligibility: Registered or eligible to be registered with the ACT Nurses Board. A minimum of 5 years post registration experience. Current drivers licence essential.

Note: This position is a part time permanent relief position, 32 hours per week.

Contact Officer: Mark Gaukroger (02) 6205 2850.
 Selection documentation: Alison Wark (02) 6244 3308
 Apply: 21
 CC: 148-9009-17798

**ACT Community Care
 Integrated Health Care Program
 Physiotherapy TCH
 Intensive Care Unit**

**Professional Officer Class 2 \$43,545 - \$48,665,
 Canberra (PN 28845)
 Physiotherapist**
 (Salary packaging with FBT exemption under PBI conditions is available to permanent staff)

Closing date: 1 March 2001
Duties: A Physiotherapist is required to provide direct patient care to individuals in the Intensive Care Unit, The Canberra Hospital. Previous experience in intensive care and high dependency units is highly desirable. A multi-disciplinary approach to patient care and management is encouraged. The successful applicant will undertake clinical supervision of rotating PO1 staff and undergraduate students and participate in Quality Improvement activities.

Eligibility: An appropriate Degree or Diploma in Physiotherapy and eligibility for ACT registration.
Contact Officer: June Gunning (02) 62442154
 Selection documentation: Kerry Kent (02) 62442154
 Apply: 21
 CC: 148-9009-17798

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Information for applicants including duty statements, selection criteria are accessible on the Internet at the following address:
<http://www.decs.act.gov.au/department/department.htm> or may be requested using email to decs.jobs@act.gov.au.

All vacancies for teaching positions will be considered by a Joint Selection Committee (JSC) under Section 88 of the Public Sector Management Act 1994.

**Schools Directorate Branch
 Student Participation Section**

Teacher Level 2, \$56100, Canberra (PN. 2201)

Closing date: 1 March 2001

EMPLOYMENT (Continued)

Duties: Manage distribution of staffing resources to programs supporting students with disabilities and students with behavioural difficulties, including management of staffing reserves.

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

Note: All teacher promotions are substantive unless stated otherwise. Placement of the successful applicant in this position will be for a maximum of 6 years.

Contact Officer: Anita Thomas (02) 620 56925
Selection documentation may be obtained from Sue Smith (02) 620 56925
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Koomarri School**Teacher Level 2 \$56100, Canberra (PN. 32852)**

Closing date: 1 March 2001

Duties: Assist the Principal in the management of the school in accordance with policies of the Department of Education and Community Services and the School Board. Organise and supervise the school's Life Skills and General Studies program including integration program.

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

Note: All teacher promotions are substantive unless stated otherwise. Placement of the successful applicant in this position will be for a maximum of 6 years.

Contact Officer: Nancy McDonald (02) 62056377
Selection documentation may be obtained from Marie Uren (02) 62056377
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Schools Directorate
Student Participation****Teacher Level 2, \$56100, Canberra (PN. 33760)**

Closing date: 1 March 2001

Duties: As part of the Student Participation Team provide educational leadership and administrative support in student management programs across the ACT. Provide supervision, support and professional assistance to level one teachers in student management. Provide leadership in the development, implementation and evaluation of education programs for students. Undertake an appropriate teaching load within the area.

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

Note: All teacher promotions are substantive unless stated otherwise. Placement of the successful applicant in this position will be for a maximum of 6 years.

Contact Officer: Anita Thomas (02) 620 56925
Selection documentation may be obtained from Sue Smith (02) 620 56925
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Kambah High School**Teacher Level 2, \$56100, Canberra (PN. 2629)**

Closing date: 1 March 2001

Duties: Assist the Principal in the leadership and management of the School. Provide leadership in curriculum development incorporating Information Literacy in Mathematics and Information Technology. Manage the school network and MAZE. Provide appropriate activities, guidance and counselling to staff members in order to further their professional development.

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

Note: All teacher promotions are substantive unless stated otherwise. Placement of the successful applicant in this position will be for a maximum of 6 years.

Contact Officer: Sue Northmore (02) 62056933
Selection documentation may be obtained from the Contact Officer (02) 62056933
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Education & Training Division
School Programs Branch
Non-Government Schools Office****Administrative Service Officer Class 6
\$44504-51121, Canberra (PN. 119)**

Closing date: 1 March 2001

Duties: The Non-Government Schools Office is seeking applications to fill the position of Finance Officer. The successful applicant will need to be a self-motivated person with good financial skills and knowledge of the non-Government school sector. The role of the Finance Officer is to administer several programs of financial assistance to non-Government organisations, prepare financial reports and develop annual budgets and regulate cash flows. In addition, the Finance

EMPLOYMENT (Continued)

Officer assists the Section manager in administering the relevant legislation relating to non-Government School registration, and provides advice on financial policy and program development. Applicants should be able to demonstrate excellent computer skills (esp Excel and Access), accuracy when working with complex financial data, high level communication skills and customer service skills, and be able to interpret and apply legislation and guidelines.

Contact Officer: Gabrielle Wellspring
(02) 62059301
Selection documentation may be obtained from The Contact Officer.
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Human Resources Branch Injury Prevention and Management Section

Administrative Service Officer Class 3 \$33147-35774, Canberra (PN. 11273)

Closing date: 1 March 2001
Duties: The IPM Section coordinates injury prevention and management including occupational health and safety, rehabilitation case management and workers' compensation issues for the department. Duties of the position include provision of administrative support, purchasing, financial reporting, database management and web site management.

Contact Officer: Pat Shaw (02) 62059273
Selection documentation may be obtained from The Contact Officer.
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Hawker College

Administrative Service Officer Class 3 \$33147-35774, Canberra (PN. 73)

Closing date: 1 March 2001
Duties: Supervise, plan and coordinate the provision of general office support services including keyboarding, photocopying, record keeping, database management and reception services; undertake responsibility for staff training in these services. Provide support and assistance in maintaining the financial and administrative systems of the College. Assist in the preparation of financial returns, budgets and estimates. Undertake administrative support and/or other duties associated with servicing special projects undertaken by the College and provide financial management services for these projects.

Contact Officer: Narelle Walker (02) 62057746
Selection documentation may be obtained from Cynthia Kelly (02) 62057781

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Latham Primary School

School Assistant 2 \$24747-27442, Canberra (PN. 690) (Expected Vacancy)

Closing date: 1 March 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; education programs with small groups or the implementation of behaviour management programs.
Eligibility/other requirements: Perform first aid duties when in receipt of a First Aid Allowance.

Contact Officer: Colleen Wright (02) 6205 7345
Selection documentation may be obtained from the Contact Officer (02) 6205 7345
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Turner Primary School

Office Manager 2, Administrative Service Officer Class 5, \$41207-43694, Canberra (PN. 12436)

Closing date: 1 March 2001
Duties: Be responsible for the day-to-day management and supervision of support staff and provide key support and timely advice to the principal and school board including reports to the school board in relation to finance and administrative matters. Manage the school's administrative support systems including computer systems, student, staff and school records. Act as Network Administrator of the school's network system.
Eligibility/other requirements: Commencing salary/incremental progression is dependent upon completion of a TAFE Certificate IV in Business Management, IT or office management, or equivalent.

Contact Officer: Joy Sheargold (02) 6205 6622
Selection documentation may be obtained from the Contact Officer (02) 6205 6622
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

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

Professional Officer Class 2, (Psychologist) \$44504-51121, (PN. 3133)

Closing date: 1 March 2001
Duties: The successful applicant will work with a social worker to develop, provide and evaluate services to ACT primary school children with significant disabilities who have high support needs or complex behavioural problems, and their families. The position

EMPLOYMENT (Continued)

involves consultation with ACT schools, parents and community agencies to develop programs to enable the successful inclusion of these children in the mainstream school systems and to assist them to engage meaningfully in community and recreational activities.

Eligibility/other requirements: Relevant tertiary qualifications in Psychology with eligibility for full registration with the ACT Psychologists Board or interstate equivalent. Some experience in the field of disability and a current drivers licence would be an advantage.

Note: This is a fixed term temporary position available from ASAP until 20 December 2002

Contact Officer: Pauline Brown (02) 6205 1277
Selection documentation may be obtained from Kim Gardiner (02) 6205 1277

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

Professional Officer Class 2 (Social Worker) \$44504-\$51121, Canberra (PN. 11527)

Closing date: 1 March 2001

Duties: This is a new position located within the Child Health and Development Service.

The successful applicant will work with a psychologist to develop, provide and evaluate services to ACT primary school children with significant disabilities who have high support needs or complex behavioural problems, and their families. The position will involve consultation with ACT schools, parents and community agencies to develop programs to enable the successful inclusion of these children in the mainstream school systems and to assist them to engage meaningfully in community and recreational activities.

Eligibility/other requirements: Relevant tertiary qualifications in social work and eligibility for membership of the Australian Association of Social Workers. Some experience in the field of disability an advantage.

Note: This is a fixed term temporary part time position at 29:24 hrs per week available ASAP until 20 December 2002 A current drivers licence will also be an advantage to work in this program.

Contact Officer: Barbara Huntley (02) 6205 1275
Selection documentation may be obtained from Kim Gardiner (02) 6205 1277
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Workforce Planning and Management Section

Administrative Service Officer Class 3 \$33147-35774, Canberra (PN. 13355)

Closing date: 1 March 2001

Duties: Under supervision, contribute to the effectiveness and efficiency of a customer focussed work team in providing a range of services including: assistance in the development and maintenance of the Section's Internet and Intranet websites; provide assistance to section staff on web page design and development; assistance on researching information/content to be published; liaison with the Information and Library Management Section regarding publishing, compliance with ACT Government Website guidelines; and monitor and update for consistency and accuracy of information published by the Section.

Note: Applicants may be assessed on application and referee reports only.

Contact Officer: Greg Gardiner (02) 62059311
Selection documentation may be obtained from The Contact Officer (02) 62059311
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Workforce Planning and Management Section

Administrative Service Officer Class 3 \$33147-35774, Canberra (PN. 14440)

Closing date: 1 March 2001

Duties: Contribute to the effectiveness and efficiency of a customer focussed section by providing a range of human resource services including: receive customers at the section counter, determine their requirements, provide assistance, answer enquires and refer on to other officers as appropriate; receive and data base incoming mail and distribute to the appropriate team; maintain the public waiting and counter area; operate a Human Resource Management system and advise on general information relating to Section databases; maintain the staff selection databases; and process and provide advice on the selection/recruitment of staff.

Note: Applicants may be assessed on application and referee reports only.

Contact Officer: Greg Gardiner (02) 62059311
Selection documentation may be obtained from The Contact Officer (02) 62059311
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

EMPLOYMENT (Continued)**Lake Ginninderra College****Administrative Service Officer Class 6
\$44504-51121, Canberra (PN. 33685)****Closing date:** 1 March 2001**Duties:** Under limited direction, provide high level support to the Principal in developing policies and procedures relating to the administration and School Based Management of Lake Ginninderra College and its Skill Centres. Manage finances including the preparation of budgets, financial returns, commitments and expenditure for Lake Ginninderra College and the information Technology and Multi Media Skill Centres in accordance with departmental and College policies. Develop and implement a cyclic maintenance plan.**Contact Officer:** Gail Dau (02) 62057099
Selection documentation may be obtained from Gail Dau (02) 62057099
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917**Cranleigh School****School Assistant 2, Special Teachers Assistant
\$24747-27442, Canberra (PN. 1213)****Closing date:** 1 March 2001**Duties:** Assist the teacher in general classroom activities and in the implementation of educational programs. Assist physiotherapists, speech pathologists and paramedical staff where necessary and, under supervision of the teacher, implement programs set by therapists.**Contact Officer:** Anne Drumond (02) 62058000
Selection documentation may be obtained from The Contact Officer (02) 62058000
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917**Calwell High School****Administrative Service Officer Class 5
\$41207-43694, Canberra (PN. 519)****Closing date:** 1 March 2001**Duties:** Be responsible for the non-academic administration of the school, including: co-ordinate, supervise, deploy and train support staff; develop, plan, evaluate, implement, oversight and train support staff in the use of technology; manage and develop financial and administrative systems; prepare budgets, estimates and financial returns; monitor commitment and expenditure; and prepare complex correspondence and assist with the development of procedural guidelines.**Contact Officer:** Anne Dash (02) 62056833
Selection documentation may be obtained from The Contact Officer (02) 62056833
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917**Education and Training Division
Office of Training and Adult Education Branch
Vocational Education and Training Schools
Section****Senior Officer Grade C \$56347-60755, Canberra
(PN. 33690)****Closing date:** 1 March 2000**Duties:** This position requires the ability to manage, supervise and develop staff and to have well developed analytical and research skills as well as proven abilities in policy development, implementation and project management. It also requires well developed oral and written communication skills and the ability to liaise and negotiate with industrial, community and professional organisations as well as vocational education and training teaching staff and college aged students.
Note: Selection may be made from written application only.**Contact Officer:** Stephen Bramah (02) 62057088
Selection documentation may be obtained from Carol Kuzmanoski (02) 62057061
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917Applications for the above positions should be forwarded to the Workforce Planning and Management Section, Level 2, Manning Clark Offices or via email:
decs.employment@act.gov.au**CANBERRA INSTITUTE OF TECHNOLOGY****Division of Corporate Services
Facilities Section****Administrative Service Officer Class 5
\$41,207 - \$43,694 Canberra (PN. 55302)****Closing date:** 1 March 2001**Duties:** Manage and maintain the Unit's financial and administrative support services including Oracle, FRMS and budget preparation.
Eligibility/other requirements: Progress towards accounting or management qualifications desirable.**Contact Officer:** Chris Chapman (02) 6207 333
Selection documentation may be obtained from Tracey George (02) 6207 3524
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

**ACT Government Solicitor's Office
Property and Commercial
Conveyancing Clerk**

**Administrative Service Officer Class 5
\$41,207 – 43,694, Canberra (PN. 43639)**

Closing date: 1 March 2001

Duties: The successful applicant will be required, with limited direction, to manage the conveyancing functions within the office. The applicant should possess an excellent knowledge of relevant legislation, and be capable of supervising and developing staff. He/she should be a well organised person with excellent interpersonal and communication skills. The applicant will be required to assist in the future development and maintenance of the management of a successful team.

Eligibility/other requirements: Legal training, qualifications would be an advantage.
Note: This is a temporary vacancy of 12 months.

Contact Officer: Gerry Allen (02) 62070704
Selection documentation may be obtained from Colleen Peters (02) 62070655
Apply: 28
CC: 148-9012-16909

DEPARTMENT OF URBAN SERVICES

**Urban Services
Operations Group
Information Planning and Services Branch
Publishing Services Section
Administrative Service Officer Class 6
\$44,503-\$51,121 PN 46010 Expected Vacancy
Canberra**

Closing Date: 01-Mar-01

Duties:
Lead a small team in the coordination and production processes of the ACT Government's printing and publishing requirements for gazettes and legislation. The successful applicant will need an understanding of government requirements for legislation and gazette publishing.

Contact Officer: Chris Webb (02) 62055481
Selection documentation: Lisa Christie: (02) 62050264
Or from the recruitment home page:
(www.act.gov.au/urbanservices/recruit.html)
CC: 148-9032 16952

**Urban Services
Environment ACT
Resource Management Unit
Senior Officer Grade C
\$56,624-61,054 PN 3858
Canberra**

Closing Date: 01-Mar-01

Duties:
Lead a team in developing and implementing strategies to enhance the effectiveness of Environment ACT's information management objectives.

Contact Officer: Lorraine Cox (02) 62072228
Email lorraine.cox@act.gov.au
Selection documentation: Margherita Milkovits (02) 62072414 Email margherita.milkovits@act.gov.au
Or from the recruitment home page:
(www.act.gov.au/urbanservices/recruit.html)
CC: 148-9028 17030

**Urban Services
Policy Coordination
Industry Policy and Regulation
Administrative Service Officer, Class 4
\$36,945-40,113 PN 18868
Canberra**

Closing Date: 01-Mar-01

Duties:
This position is responsible for preparing regular and ad-hoc reports from the ACT Public Service accident and workers' compensation database, coding and entering occupational health and safety data in accordance with Australian Standard 1885.1, and maintaining accident and compensation data and paper records in accordance with the Privacy Act 1988 (Cth). The position also involves liaison with a range of stakeholders, coordination of meetings and training programs, and provision of administrative support.

Contact Officer: Pamela Schimpf (02) 62072178
Selection documentation: Iain Jarman (02) 62050349
Or from the recruitment home page:
(www.act.gov.au/urbanservices/recruit.html)
CC:148-9030 16941

**Urban Services
Operations Division
City Operations Branch
CityScape Services
Senior Officer, Grade B
\$66,905-75,318 PN 28878
Canberra**

Closing Date: 01-Mar-01

Duties:
An opportunity exists in CityScape Services for a highly skilled and motivated person with exceptional business management skills particularly in relation to accounting, government financial management, contract management and client service.

EMPLOYMENT (Continued)

You will be a member of the CityScape Management team whose mission is to provide quality management, maintenance and consultancy services embracing horticulture, cleaning and landscape development.

The position is available, initially, on a 6-month temporary contract commencing as soon as possible after 1 March 2001.

Contact Officer and Selection documentation:

Charles Burgess (02) 62072285
 Email: charles.burgess@act.gov.au
 Or from the recruitment home page:
 (www.act.gov.au/urbanservices/recruit.html)
 CC: 148-9015 17027

**Urban Services
 Planning and Land Management
 PALM Executive
 Corporate Resources
 Administrative Service Officer, Class 5**

**\$41,207-43694 PN 13772
 Canberra**

Closing Date: 01-Mar-01

Duties:

The successful applicant will manage the Land Rent collections unit. Relevant experience in the management of a large debtors ledger in a commercial or government organisation is essential.

Contact Officer: Ian Sakkara (02) 62071650
 Email: ian.sakkara@act.gov.au
Selection documentation: Robyn Ginn
 (02) 62071649
 Or from the recruitment home page:
 (www.act.gov.au/urbanservices/recruit.html)
 CC: 148-9020 17450

**Urban Services
 Planning and Land Management
 PALM Executive
 Corporate Resources
 Senior Officer, Grade C**

**\$56,346-60,755 PN 13830
 Canberra**

Closing Date: 01-Mar-01

Duties:

The successful applicant will undertake a variety of accounting and budgetary functions along with the supervision and management of the day-to-day operations of the Section. Tertiary qualifications in accounting/economics are essential along with significant experience in a commercial or government organisation.

Contact Officer: Ian Sakkara (02) 62071650
 Email: ian.sakkara@act.gov.au
 Selection documentation: Robyn Ginn
 (02) 62071649

Or from the recruitment home page:
 (www.act.gov.au/urbanservices/recruit.html)
 CC: 148-9020 17450

DEPARTMENT OF TREASURY

**Revenue Management Branch
 (Expected vacancy) Administrative Service
 Officer Class 6, (PN: 24), \$44,503-\$51,121p.a
 Compliance Section**

Closing Date: 1 March 2001

Canberra

Duties: As the leader of a small team, or individually, undertake a range of operational and administrative tasks associated with the work of the Section. Conduct both complex and routine investigations into ACT revenue matters. Contact Office/Selection Documentation Wayne Perry (02)62070103 and also available from:

<http://www.act.gov.au/recruitment/tiindex.asp>

Note: Applications will not be acknowledged on receipt.

Apply: 06 or via email:
 recruitment.officer@act.gov.au
 CC: 148-9042-17176

**Revenue Management Branch
 Administrative Service Officer Class 4, (PN: 27),
 \$36,945-\$40,113p.a
 Compliance Section**

Closing Date: 1 March 2001

Canberra

Duties: On an individual basis undertake straight forward inspections and as a team member assist in the undertaking of more demanding inspections and investigations into ACT revenue matters. Provide administrative support to the Section. Prepare appropriate reports, assessments and adjustments to computer records arising from inspections and investigations.

Contact Office/Selection Documentation Joseph Tonna (02)62070095 and also available from:

<http://www.act.gov.au/recruitment/tiindex.asp>

Note: Applications will not be acknowledged on receipt.

Apply: 06 or via email:
 recruitment.officer@act.gov.au
 CC: 148-9042-17176

Appointments

**CANBERRA TOURISM AND EVENTS
 CORPORATION**

Canberra Tourism and Events Corporation
 Tourism and Events Officer Class 6,
 \$44,723-\$51,373p.a

EMPLOYMENT (Continued)

Vicki Lorraine Munday, 760-74348
Section 68 31 January 2001
CC: 148-9005-16840

Tourism and Events Officer Class 3,
33,310-\$35,950p.a
Matthew David Haddock, 760-74129
Section 68 5 February 2001
CC: 148-9005-16840

Tourism and Events Officer Class 2,
\$29,246-\$32,430p.a
John Edwards Richards, 757-48638
Section 68 5 February 2001
CC: 148-9005-16840

ACT GAMBLING AND RACING COMMISSION

Senior Officer Grade C, \$56,349-\$60,755p.a
William, David Evans, 328-0263
Section 68 5 February 2001
CC: 148-9085-17763

THE CANBERRA HOSPITAL

Professional officer Class 2 \$43,416-48,520
Thuraisamy Ravichander: 762-84628,
Section 68, 2/2/01
CC: 148-9010-16875 (1932)

Professional Officer Class 1 \$30,276 - \$42,475
Anita Campbell: 747-05011, Section 67, 10/2/01
CC: 148-9010-16875 (3134)

ACT COMMUNITY CARE

Disability Support Officer Class 1
\$27,437 – \$28,536
Michelle Staines: 740-99402,
Section 68(1) & 70(1), 22 January 2001
CC: 148-9009-16861

Registered Nurse Level 2 \$43,278 – \$46,013
Kerry Crawford: 740-96340, Section 68(1) &
70(1), 2 February 2001
CC: 148-9009-16852

Registered Nurse Level 2 \$43,278 - \$46,013
Leanne Bryant: 740-98936, Section 68(1) &
70(1), 2 February 2001
CC: 148-9009-16852

CHIEF MINISTER'S DEPARTMENT

Graduate Administrative Assistant
\$25,112-\$32,271p.a
Ciaran Emmett Chestnutt, 757-48515
Section 68 5 February 2001
CC: 148-9031-17429

Graduate Administrative Assistant
\$25,112-\$32,271p.a
Wing Yee Choy, 757-48435
Section 68 5 February 2001
CC: 148-9031-17429

Graduate Administrative Assistant
\$25,112-\$32,271p.a
Sansha Jade Dixon, 757-48507
Section 68 5 February 2001
CC: 148-9031-17429

Graduate Administrative Assistant
\$25,112-\$32,271p.a
Kim Louise Hodgkins, 757-48494
Section 68 5 February 2001
CC: 148-9031-17429

Graduate Administrative Assistant
\$25,112-\$32,271p.a
Helen Marx, 757-48478
Section 68 5 February 2001
CC: 148-9031-17429

Graduate Administrative Assistant
\$25,112-\$32,271p.a
Christine Dorothy Wheelert, 757-48523
Section 68 5 February 2001
CC: 148-9031-17429

Graduate Administrative Assistant
\$25,112-\$32,271p.a
Nicole Lee Willcox, 757-48611
Section 68 5 February 2001
CC: 148-9031-17429

Graduate Administrative Assistant
\$25,112-\$32,271p.a
Anthony Michael Winch, 757-48451
Section 68 5 February 2001
CC: 148-9031-17429

Administrative Service Officer Class 5,
\$41,207-\$43,694
Karyn Chittick, 757-49905
Section 68 7 February 2001
CC: 148-9031-17299

Administrative Service Officer Class 5,
\$41,207-\$43,694
Anne Elizabeth Strudwicke, 757-49905
Section 68 7 February 2001
CC: 148-9031-17299

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES**

School Assistant 2 \$24747-27442
Margaret Ann Davidson: 761-22354,
Charles Conder Primary School, Section 68(1),
20 December 2000
CC: 148-9013-16917

School Assistant 2 \$24747-27442
Qian Nugent 729-18814, Lyneham High School,
Section 68(1), 20 December 2000
CC: 148-9013-16917

Professional Officer Class 2 \$44504-51121
Renee Louise Crowe: 739-68215, Section 68(1),
29 January 2001
CC: 148-9013-16917

EMPLOYMENT (Continued)

Professional Officer Class 2 \$44504-51121

Suzanne Elizabeth Thompson: 755-69090,
Section 68(1), 29 January 2001
CC: 148-9013-16917

Professional Officer Class 2 \$44504-51121

Margaret Robin Callaghan: 766-14789,
Section 68(1), 31 January 2001
CC: 148-9013-16917

School Assistant 2 \$24747-27442

Tracey Lee Smith: 736-36202, Section 68(1),
5 February 2001
CC: 148-9013-16917

School Assistant 2 \$24747-27442

Julie Anne Peakall: 751-79156, Section 68(1),
5 February 2001
CC: 148-9013-16917

School Assistant 2 \$24747-27442

Janette Mary Fisher: 747-76901,
Jervis Bay School, Section 68(1), 5 February
2001
CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY**

Graduate Administrative Assistant

\$25,115 – 32,271

Daniel Egan: 765-86837, Section 68,70, 5/2/01
CC: 178-9012-16911

Graduate Administrative Assistant

\$25,115 – 32,271

Simon Wong: 765-86570, Section 68,70, 5/2/01
CC: 148-9012-16939

Graduate Administrative Assistant

\$25,115 – 32,271

Renate Moore 765-86490, Section 68,70, 5/2/01
CC: 148-9012-16898

Administrative Service Officer Class 4

\$36,945 – 40,113

Angela Jackson: 740-07168, Section 68,70,
2/2/01
CC: 148-9012-17170

DEPARTMENT OF URBAN SERVICES

Senior Information Technology Officer Grade B

Ljupco Cvetanovski AGS Number 757 54405.
Section 68(1)02-Feb-01

CC: 148-9020 16925

Administrative Service Officer Class 2

\$29,102-\$32,271

Teresa Rodziewicz AGS Number 754 17011.
Section 68(1)02-Feb-01

CC: 148-9037 17018

Administrative Service Officer Class 2

\$29,102-\$32,271

Boguslaw Rodziewicz AGS Number 735 66224.
Section 68(1) 02-Feb-01

CC: 148-9037 17018

Administrative Service Officer Class 2

\$29,102-\$32,271

Darren Shergold AGS Number 767 82686.
Section 68(1) 02-Feb-01

CC: 148-9037 17018

Administrative Service Officer Class 2

\$29,102-\$32,271

Peter Boogs AGS Number 753 52406.
Section 68(1) 02-Feb-01

CC: 148-9037 17018

Administrative Service Officer Class 2

\$29,102-\$32,271

Cindy Mangelsdorf AGS Number 757 51722.
Section 68(1) 02-Feb-01

CC: 148-9037 17018

Administrative Service Officer Class 2

\$29,102-\$32,271

Linda Harlen AGS Number 757 53365.
Section 68(1) 02-Feb-01

CC: 148-9037 17018

Administrative Service Officer Class 2

\$29,102-\$32,271

William Marshall AGS Number 757 52338.
Section 68(1)

CC: 148-9037 17018

Administrative Service Officer Class 2

\$29,102-\$32,271

Daniel Teague AGS Number 757 51765.
Section 68(1) 02-Feb-01

CC: 148-9037 17018

Administrative Service Officer Class 2

\$29,102-\$32,271

Corrine Carey AGS Number 757 52872.
Section 68(1) 02-Feb-01

CC: 148-9037 17018

Administrative Service Officer Class 2

\$29,246-\$32,430

Eric Bonnett AGS Number 757 52610.
Section 68(1) 01-Feb-01

CC: 148-9015 17719

EMPLOYMENT (Continued)

Administrative Service Officer Class 2
\$29,246-\$32,430

Miloje Beljic AGS Number 757 52645.
Section 68(1) 31-Jan-01

CC: 148-9015 17719

Administrative Service Officer Class 2
\$29,246-\$32,430

Georgia Pyrgos AGS Number 757 52637.
Section 68(1) 31-Jan-01
 CC: 148-9015 17719

Administrative Service Officer Class 2
\$29,246-\$32,430

Zoran Matijevic AGS Number 757 52629.
Section 68(1) 31-Jan-01

CC: 148-9015 17719

Administrative Service Officer Class 5
\$41,207-\$43,694

Joan Palmer AGS Number 757 51669.
Section 68(1) 31-Jan-01

CC: 148-9037 17019

DEPARTMENT OF TREASURY

Graduate Administrative Assistant
 \$25,112-\$32,271p.a
 Bethany Jane Anderson, 757-48443
 Section 68 5 February 2001

Graduate Administrative Assistant
 \$25,112-\$32,271p.a
 Bethany Jane Anderson, 757-48443
 Section 68 5 February 2001
 CC: 148-9042-17176

Graduate Administrative Assistant
 \$25,112-\$32,271p.a
 Damon John Purkiss, 757-48208
 Section 68 5 February 2001
 CC: 148-9042-17630

Graduate Administrative Assistant
 \$25,112-\$32,271p.a
 Erica Mariee Coulston, 757-48566
 Section 68 5 February 2001
 CC: 148-9042-17176

Transfer

ACT COMMUNITY CARE

Geoffrey Campbell: 735-13157
 From: CMD Senior Officer \$57,361 - \$61,791
 Dept of Treasury and Infrastructure
 To: Senior Officer Grade C \$55,731 - \$60,091
 Disability Program, ACT Community Care,
 Canberra (PN.29165) (7 December 2000)
 CC: 148-9009-16861

**DEPARTMENT OF EDUCATION AND
 COMMUNITY SERVICES**

Robert Bruce Nield: 324-40617

From: Teacher Level 4 \$67435-81994
 ACT Department of Education and Community
 Services
 To: Teacher Level 4 \$67435-81994
 Campbell High School, ACT Department of
 Education and Community Services, Canberra
 (PN. 1660)
 CC: 148-9013-16917

Sandra Martin-Kelly: 33-44221

From: Teacher Level 3 \$67435-81994
 ACT Department of Education and Community
 Services
 To: Teacher Level 3 \$67435-81994
 Lyons Primary School, ACT Department of
 Education and Community Services, Canberra
 (PN 4048) (No 45, (November 2000)
 CC: 148-9013-16917

Janice Maree Fishburn: 026-95133

From: Teacher Level 3 \$67435-81994
 Department of Education and Community
 Services
 To: Teacher Level 3 \$67435-81994
 Hall Primary School, Department of Education
 and Community Service, Canberra (PN 4057)
 (NO 41, 12 October 2000)
 CC: 148-9013-16917

Jennifer Noordhuis: 705-21469

From: School Assistant 2 \$24747-27442
 Department of Education and Community
 Services
 To: School Assistant 2 \$24747-27442
 Latham Primary School, Department of
 Education and Community Services, Canberra
 (PN. 31157) (No 49, 7 December 2000)
 CC: 148-9013-16917

Promotions

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

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

A. APPEALS

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

- * 'non-appealable promotions' which generally are promotions to classifications where the maximum salary of the position is equal to or greater than the minimum salary of a Senior Officer Grade C (these should be

EMPLOYMENT (Continued)

identified with a dagger symbol (†) in the 'Promotions' section of the *Gazette*;

- * promotions made in accordance with the recommendation of a Joint Selection Committee (JSC) established under section 88 of the Act, or the unanimous recommendation of a JSC established under section 89 of the Act; or
- * promotions made as a result of officers passing certain exams or completing certain training, as defined in section 97 or 98 of the Act.

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

YOU MAY ALSO APPEAL IF:

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

YOU CAN NOT APPEAL WHEN:

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

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

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

ADVICE TO POTENTIAL APPELLANTS

The following procedures will apply to all appeals unless other appeal procedures are in

place as part of a Department's Enterprise Bargaining Agreement. Potential appellants should check with the relevant Personnel Unit as to the appeal procedures applying in that particular Department.

GROUND OF APPEAL

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

EFFICIENCY

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

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

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

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

EMPLOYMENT (Continued)

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

FORM OF APPEAL

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

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

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

WHEN TO LODGE APPEALS

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

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

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

WHERE TO LODGE APPEALS

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

ADVICE TO PROMOTEES AND APPELLANTS

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

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

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

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

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

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

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

After reading the statements of the other parties, you may wish to submit a supplementary statement in support of your claims. All supplementary material (including additional referee reports) must reach the MPC at least two (2) working days before any scheduled hearing. It is preferable to submit a supplementary statement (after viewing the statements of other parties) rather than to delay 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:

EMPLOYMENT (Continued)

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

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

PAC PROCEDURES

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

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

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

- (a) the departmental statement;
- (b) the written statements of the parties;
- (c) the cases put to the PAC by the parties at any oral hearing or under any alternative arrangements;
- (d) an assessment of the parties at any hearing before the Committee;
- (e) relevant views expressed by supervisors, referees or other persons contacted: and

- (f) any other written information about a party requested by the MPC from the promoting/selecting department under the Merit Protection (Australian Government Employees) regulations.

At the hearing, you may be asked to clarify points from your statement, to respond to questions which test you against the requirements of the position, and to summarise why you are the more efficient officer. You should use this opportunity to elaborate on the claims in your written statement as to why you believe you are more efficient. Promotees and selectees **must** be prepared to discuss their own efficiency compared with that of the appellant(s). It is not enough to take refuge in the fact that the department chose you in the selection exercise.

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

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

SUPERVISORS/REFEREES

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

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

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

B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

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

- (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),

EMPLOYMENT (Continued)

may apply to the MPC for a review of that promotion.

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

An applicant must provide the following details:

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

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

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

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

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

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

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

CULTURAL FACILITIES CORPORATION

ACT Museums and Galleries Canberra Museum and Gallery

Lisa De Santis: AGS 737-00008

From: Administrative Service Officer Class 4,
\$37,858-\$41,105

Canberra Museum and Gallery

To: Professional Officer Class 2, \$45,604-\$52,385

Canberra Museum and Gallery, ACT Museums and Galleries, Canberra (PN. 13971)
(Gazette No. 1, 4/1/2001)

CC: 148-9008-16850

THE CANBERRA HOSPITAL

Mental Health Services

Daniel Farrow: 749-69156

From: Registered Nurse Level 1 \$32,245-41,789
The Canberra Hospital

To: Registered Nurse Level 2 \$43,150-45,877
Mental Health Services The Canberra Hospital,
Canberra (PN. 25541) (17/8/00)

Note: This position was advertised as a Professional Officer Class 1/Registered Nurse Level 2 without a position number.

CC: 2232

CALVARY HOSPITAL INC.

Nursing Services

Elizabeth Sharpe: 608-00616

From: Registered Nurse Level 1 \$32,341 - 41,913

The Canberra Hospital

To: Registered Nurse Level 3 \$47,722 - 50,799
Maternity, Canberra (PN. 8675)
(48 30 November 2000)

CC: 148-9094-17781

Administrative Services

Kerrie Nestor: 609-15640

From: Calvary Administrative Officer 2
\$28,475 - 31,576

Finance

To: Calvary Administrative Officer 3

\$32,433 - 35,003

Patients Office Finance, Canberra (PN. 8704)
(2 11 January 2001)

CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

Business Development

R. G. Mackey

AGS No: 538-90545

From: Administrative Service Officer Class 5,
\$41,207-\$43,694p.a

Chief Minister's Department

To: Administrative Service Officer Class 6,
\$44,503-\$51,121p.a, (PN: 55676)

Business Development and Attraction,

Chief Minister's Department

11 January 2001

All appeal applications should be addressed to:
Convener of the Appeal Panel

PO Box 749

Civic Square ACT 2608

CC:148-9031-17299

EMPLOYMENT (Continued)

**Office of Information Technology and
Multimedia**

S. L. McInnes

AGS No: 735-35778

From: Administrative Service Officer Class 3,
\$33,147-\$35,774p.a

Chief Minister's Department

To: Administrative Service Officer Class 4,
\$36,945-\$40,113p.a.(PN: 55672)

Chief Minister's Department

4 January 2001

All appeal applications should be addressed to:
Convenor of the Appeal Panel

PO Box 749

Civic Square ACT 2608

CC: 148-9031-17208

CANBERRA INSTITUTE OF TECHNOLOGY

**Canberra Institute of Technology
Division of Education Delivery
School of Applied Arts & Design**

Gill, Kevin: 542-11292

From: Technical Officer Level 1 \$31,122
Environmental Design

To: Technical Officer Level 2 \$32682
Environmental Design, Canberra (PN. 55387)

(Gazette No.PS , 24 August 2000.)

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES**

Alfred Deakin High School

Frances Anne Bengge: 719-42564

From: Teacher Level 1 \$33500-50500
ACT Department of Education and Community
Services

To: †Teacher Level 2 \$56100

Alfred Deakin High School, Department of
Education and Community Services, Canberra
(PN. 1982) (No 46, 16 November 2000)

CC: 148-9013-16917

**Department of Education & Community Services
Dickson College**

Evelyn Jean King: 501-25338

From: School Assistant 2 \$24747-27442
Department of Education and Community
Services

To: Administrative Service Officer 3 \$33147-
35774

Dickson College, Department of Education and
Community Services, Canberra (PN. 12223)
(No 45, 9 November 2000)

CC: 148-9013-16917

**Sport and Corporate Resources Division
Bureau of Sport and Recreation Branch
Active Lifestyles Section**

Kim Susan Elizabeth Laing: 715-46182

From: Administrative Service Officer Class 4
\$36945-40113

Department of Education and Community
Services

To: Administrative Service Officer Class 5
\$41207-43694

Active Lifestyle Services Section, Department
of Education and Community Services,
Canberra

(PN. 2002) (No 29, 20 July 2000)

Duties: Develop and implement the ACT's sport
and recreation participation policy and
activities. As a Bureau liaison officer provide
advice on planning and development to sport
and recreation organisations. Assist in the
marketing of "Active Australia". Prepare
ministerials, briefs and submissions.

Note: This is a non advertised appealable
promotion. Any suitably qualified ACTPS Officer
is eligible to appeal.

CC: 148-9013-16917

Caroline Chisholm High School

Peter Donald Langridge: 027 43422

From: Teacher Level 1 \$33500-50500
Department of Education and Community
Services

To: † Teacher Level 2 \$56100

Caroline Chisholm High School, Department of
Education and Community Services, Canberra
(PN. 2657) (No 49, 7 December 2000)

CC: 148-9013-16917

**Sport and Corporate Resources Division
Budget and Facilities Branch
Finance Services Section**

Jocelyn Margaret Madden: 739-84418

From: Administrative Service Officer Class 6
\$44504-51121

Department of Education and Community
Services

To: † Senior Professional Officer Grade C
\$56347-60755

Financial Services Section, Department of
Education and Community Services, Canberra
(PN. 32581) (No 50, 14 December 2001)

CC: 148-9013-16917

**Human Resources Branch
Communications and Liaison Section**

Elizabeth Kristina De Luca: 761-22063

From: Graduate Administrative Assistant
\$25115-32271

Department of Education and Community
Services

EMPLOYMENT (Continued)

To: Professional Officer Class 1 \$36945-43694
 Communications and Liaison Section,
 Department
 of Education and Community Services,
 Canberra
 (PN. 32040)

Duties: Prepare, edit and write text for Departmental publications, including arranging graphic design, printing, online and hard copy publication of these. Edit, write and manage the publication and distribution of the 'e-Bulletin', the Department's internal newsletter. Write appropriate media releases and briefings to achieve positive public promotion of these activities. Liaise as required with media contacts and outlets.

Note: This promotion is made under Section 83 of the Public Sector Management Act 1994 and is to a non-advertised vacancy. Any suitable qualified officer may appeal.
 CC: 148-9013-16917

Melba High School

Helen Margaret Lillian Halling: 027-53735

From: Teacher Level 3 \$64075-65730
 Department of Education and Community Services
 To † Teacher Level 4 \$67435-81994
 Melba High School, Department of Education and Community Services, Canberra (PN. 1668)
 (No 43, 26 October 2000)
 CC: 148-9013-16917

Lyneham High School

Paul Van Campenhout: 733-17041

From: Teacher Level 1 \$33500-50500
 Department of Education and Community Services
 To: † Teacher Level 2 \$56100
 Lyneham High School, Department of Education and Community Services Canberra (PN. 1999)
 (No 43, 26 October 2000)
 CC: 148-9013-16917

Lake Tuggeranong College

Glenda Crick: 026-92098

From: Teacher Level 1 \$33500-50500
 Department of Education and Community Services
 To: † Teacher Level 2 \$56100
 Lake Tuggeranong College, ACT Department of Education and Community Services, Canberra (PN. 3552) (No.47 ,23 November 2000)
 CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

ACT Magistrates Court

Anne Barr: 340-82550

From: Administrative Service Officer Class 4 \$36,945 – 40,113
 Department of Justice and Community Safety
 To: Administrative Service Officer Class 6 \$44,503 – 51,121
 ACT Magistrates Court, Canberra (PN. 42335)
 (NO 36 7/9/2000)
 CC: 148-9012-16939

DEPARTMENT OF TREASURY

Promotions to non-advertised vacancies

Revenue Management Branch

P. C. Amalos 735-13966, Administrative Service Officer Class 4 \$36,945- \$40,113p.a
 Department of Treasury
 Administrative Service Officer Class 5, (PN: 3422),
 \$41,207-\$43,694p.a
 Compliance Section, Department of Treasury

Duties: On an individual basis or as a team member, undertake investigations into ACT revenue matters and prepare appropriate reports, assessments, reassessments and adjustments to computer records arising from investigations. Conduct desk and field audits (local and interstate) of customer records and systems. Interpret and apply revenue legislation, including the Taxation Administration Act 1999, the Rates and Land Tax Act 1926 and the First Home Owner Grant Act 2000. Participation in projects to improve the efficiency and effectiveness of systems and procedures.

Note: This promotion is made under section 83 of the Public Sector Management Act 1994 and is to an non-advertised vacancy. Any suitable qualified officers may appeal.
 All appeal applications should be addressed to:
 Convenor of the Appeal Panel
 PO Box 749
 CC 148-9042-17176

Revenue Management

D. F. Read AGS No: 545-61698

From: Administrative Service Officer Class 5, \$41,207-\$43,694p.a
 Department of Treasury
 To: Administrative Service Officer Class 6, \$44,503-\$51,121p.a, (PN: 1372)
 Compliance Section, Department of Treasury
 30 November 2000
 All appeal applications should be addressed to:
 Convenor of the Appeal Panel
 PO Box 749
 Civic Square ACT 2608
 CC 148-9042-17176

EMPLOYMENT (Continued)

Retirements and dismissals

THE CANBERRA HOSPITAL

Section 143 Public Sector Management Act:
 Thelma Armstrong, General Service Officer
 Level 3 - HSUA, 31/01/01
 CC: 1352

ACT Public Service Index of addresses

- 05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Public Hospital. PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606
- 17 Resource Advisor, Business Services Bureau, Department of Health, Housing and Community Care, PO Box 11, Woden ACT 2606
- 18 The Administrative Officer, Legislative Assembly for the ACT, GPO Box 1020, Canberra ACT 2601
- 20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611
- 21 Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601
- 23 Recruitment Officer, Central Office, (Level 2 North Building) Department of Health, Housing and Community Care, GPO Box 825, Canberra City ACT 2601
- 28 Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608

- 30 The Secretary, Milk Authority of the ACT, GPO Box 1110, Canberra ACT 2601
- 31 The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226, Civic Square ACT 2608
- 34 Applications Officer, Urban Services, GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of Treasury and Infrastructure, GPO Box 158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer Community and Health Services Complaints Commissioner's Office, GPO Box 1321, Canberra ACT 2601.
- 37 The Recruitment Officer Faculty of Communication and Community Services Canberra Institute of Technology GPO Box 826 Canberra City ACT 2601

GAZETTE INFORMATION

ISSUE OF ACT SPECIAL GAZETTES

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

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

Gazette Number	Date	Title
S4	2 February	Instrument No. 8 of 2001 ~ <i>Betting (ACTTAB Limited) Act 1964</i>

GOVERNMENT NOTICES



CONSTRUCTION PRACTITIONERS REGISTRATION AMENDMENT ACT 2000

NOTICE OF COMMENCEMENT

Pursuant to section 2 of the Construction Practitioners Registration Amendment Act 2000 (the Act), I fix the day on which this notice appears in the Gazette as the date on which the remaining sections of the Act commence.

Dated this 30 day of January 2001

Brendan Smyth
Minister for Urban Services

GOVERNMENT NOTICES (Continued)**NOTIFICATION OF THE MAKING OF A REGULATION**

NOTICE is hereby given that the undermentioned Regulation of the Australian Capital Territory has been made. Copies of the Regulation may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Ground Floor, FAI House, Corner of London Circuit and Akuna Street, Canberra City ACT 2601.

Act under which Regulation made	Description of Regulation	Number and year of Regulation
<i>Construction Practitioners Registration Act 1998</i>	Construction Practitioners Registration Regulations Amendment.	No. 4 of 2001

GOVERNMENT NOTICES (Continued)**NOTIFICATION OF THE MAKING OF AN INSTRUMENT**

NOTICE is hereby given that the undermentioned Instrument of the Australian Capital Territory has been made. Copies of the Instrument may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Ground Floor, FAI House, Corner of London Circuit and Akuna Street, Canberra City ACT 2601.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Agents Act 1968</i>	Declaration under subsection 3(2).	No. 9 of 2001
<i>Health and Community Care Services Act 1996</i>	Appointment of Peter McPhillips as Chair and Prudence Power as Member of the Health and Community Care Service Board.	No. 10 of 2001
<i>Children and Young People Act 1999</i>	Appointment of Jim Fraser as Chairperson of the Children Services Council.	No. 11 of 2001
<i>Children and Young People Act 1999</i>	Appointment of Emaliana Afeaki as Member of the Children Services Council.	No. 12 of 2001
<i>Children and Young People Act 1999</i>	Appointment of Keith Hunter as Member of the Children Services Council.	No. 13 of 2001
<i>Children and Young People Act 1999</i>	Appointment of Sue Mannion as Member of the Children Services Council.	No. 14 of 2001
<i>Children and Young People Act 1999</i>	Appointment of Sue Mickleburgh as Member of the Children Services Council.	No. 15 of 2001
<i>Children and Young People Act 1999</i>	Appointment of Paul Wyles as Member of the Children Services Council.	No. 16 of 2001
<i>Public Place Names Act 1989</i>	Determination of Street Nomenclature – Division of Conder.	No. 17 of 2001

GOVERNMENT NOTICES (Continued)**NOTIFICATION OF AN INSTRUMENT MADE UNDER THE PUBLIC ROADS ACT 1902 (NSW)**

NOTICE is hereby given that the undermentioned Instrument has been made under the Public Roads Act 1902 (NSW). Copies of the Instrument are available from the ACT Land Information Centre, Planning and Land Management, 16 Challis Street, Dickson, ACT; Telephone 6207 1601.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notice of Declaration of Public Roads – Divisions of Russell and Campbell.	No. R3/01 of 2001

GOVERNMENT NOTICES (Continued)

ENVIRONMENT PROTECTION ACT 1997

OUTDOOR CONCERT NOISE DRAFT ENVIRONMENT PROTECTION POLICY

CALL FOR PUBLIC COMMENT

Section 25(1) of the Act requires notification of a draft Environment Protection Policy.

The draft Outdoor Concert Noise Environment Protection Policy [EPP] contains information and policies relating to environmental authorisations for outdoor concerts. It aims to provide adequate protection to the amenity of neighbouring residents from outdoor concert noise with the rights of the broader community to enjoy significant events in accordance with the objects of the *Environment Protection Act 1997*.

The EPP explains the procedures that the Environment Management Authority would use to grant environmental authorisations and provides guidance on the obligations of concert venue operators to meet their legislative requirements.

The public is invited to comment until Tuesday 17 April 2001.

Copies of the draft EPP are available from ACT Government Shopfronts, the Environment ACT Information Centre in Macarthur House, 12 Wattle Street, Lyneham or by telephoning the Helpline on 6207-9777. It may be viewed electronically under "contents" at <http://www.act.gov.au/environ/>

Comments should be forwarded to the Environment Management Authority, Environment ACT, PO Box 144, LYNEHAM ACT 2602.

Dated the 15 day of **February 2001**

Elizabeth Fowler
Environment Management Authority

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

REMUNERATION TRIBUNAL ACT 1995

INSTRUMENT

For the purposes of paragraph 10(1)(w) of the Remuneration Tribunal Act 1995 the Remuneration Tribunal shall inquire into and determine the remuneration and allowances to be paid to the holder of an appointment specified as follows:

The Chairperson

Specialist Members of the ACT Insurance Authority Board

Dated the 2 day of February 2001.

Gary Humphries MLA
Chief Minister

GOVERNMENT NOTICES (Continued)

Environment ACT

Environment Protection Act 1997

Application for an Environmental Authorisation

Notice is hereby given that under Section 48 of the *Environment Protection Act 1997*, applications for an environmental authorisation to conduct an activity have been received from the organisations set out below:

Organisation	Brief Description of Activity	Location
Canberra Kart Racing Club	Motor sports	Carpark off London Circuit Blocks 11,12 Section 63 City
ACT Government operating as ACT Forests	Forestry activities – logging operation	Cotter Road Weston

Under Section 48(1) of the *Environment Protection Act 1997*, any person who wishes to make a written submission to the Environment Management Authority concerning the above application may do so by close of business on 8 March 2001. Submissions should be addressed to: Environment Management Authority, PO Box 144, Lyneham ACT 2602

Copies of the applications may be obtained from the Environment Management Authority by telephoning the Environment ACT Helpline on (02) 62079777 or at Level 2, South Wing, Macarthur House, Wattle Street Lyneham ACT.

Dated the 8th day of February 2001
Environment Management Authority

