



No. 51, Thursday 22 December, 2005

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ACT Government Gazette Subscription On-line

As the law is no longer notified in the ACT Gazette production of a paper copy of the ACT Gazette has been discontinued from 30 June 2002. Subscriptions to printed copies are therefore no longer available.

An electronic ACT Government Gazette is still produced each week, containing mostly staffing notices. The Gazette will continue to be available on-line.

A FREE email-based electronic subscription to the Gazette is available at:

www.publishing.act.gov.au/gazette

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

- General Information;
- Employment
- Government Notices*
- Private Notices

*Government Legal Notices, which were included in the Gazette prior to 12 September 2001, are now notified on the ACT Legislation Register at www.legislation.act.gov.au. These notices will now only appear in the Gazette if the Register is unavailable.

The following sections, which were previously included in the Gazette, are now notified on the Buyers and Sellers Information Service (BASIS) web site at www.basis.act.gov.au.

- Purchasing and Disposals;
- Invitations to Tender, Quote or Register Interest;
- Contracts arranged.

CONTACT DETAILS

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Notices for Publications

Notices for the Gazette are to be lodged by 12 noon on the Thursday 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/pdfs/gazreq.pdf.

Note for Legal Notices: Signed notices must be sighted by the Gazette Office before gazettal can proceed.

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.

Obtaining a copy of the ACT Government Gazette

The ACT Government Gazette is no longer produced in hard copy. Copies are available FREE from the ACT Government web site www.act.gov.au/gazettes. An electronic subscription service is also available FREE of charge from the site.

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EMPLOYMENT

ACT Public Service

General Information

Eligibility to apply for advertised vacancies.

All permanent vacancies advertised in the *Gazette* are open to all Australian citizens or permanent residents¹ 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 ACT Public Service officers and groups with eligibility rights. Restricted positions will be marked #
- a former officer of the ACTPS 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 PSM 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 Public Sector Management 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 are excess (either potentially or actually) and who apply for transfer to any advertised permanent vacancy have absolute preference and MUST be considered in isolation from, and not 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, or suitable within a reasonable time including with reasonable training (generally three to six months), and should be conducted in a manner demonstrably similar to that which would apply to other officers if no excess officer had applied.

Where more than one excess officer applies, a merit selection process should first be conducted between the excess officers.

Officers who are potentially or actually excess and who apply for transfer should clearly identify their excess status in their application to ensure they are considered in isolation.

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

¹ The Standards now provide that a New Zealand citizen who resides in Australia and holds a Special Category temporary residence visa (SCV) under the Commonwealth *Migration Act 1958* is to be treated as a permanent resident of Australia. This means that these applicants now qualify under section 68 of the *Public Sector Management Act 1994* for appointment to the Act Public Service.

EMPLOYMENT

Vacancies

ACT HEALTH

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

SALARY PACKAGING

For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$8,755 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

COMMUNITY HEALTH

Continuing Care

Community Health Intake

Client Services

Administrative Services Officer Grade 2, \$36,101-40,033, Canberra (PN. 10771, 27589)

Closing date: 5 January 2006

Applications are sought for suitably skilled client service representatives to work within the Client Services Unit. The successful applicants will primarily work in the newly developed Clinical Records Unit, to provide Client Health Records Management services to ACT Community Health. The successful applicants may also be required to work within other Client Services areas within ACT Community Health.

Duties: The duties include maintaining both electronic and hard copy records in accordance with approved records management practices and relevant legislation. The successful applicants will require well-developed communication and organisational skills and the ability to work effectively in a team environment.

Selection documentation may be obtained from <http://www.health.act.gov.au/employment>

Contact Officer: Jodie Mackenzie (02) 6205 2339

Applicants must quote the above position number when applying.

Apply: 16 or via email general.recruitment@act.gov.au

CC: 2603-3699 (5151)

MENTAL HEALTH ACT

Acute & Community Mental Health

Belconnen Region

Registered Nurse Level 2, \$59,508-63,187/Health Professional Level 2, \$42,362-58,760 ,Canberra (PN. 22203 - Expected vacancy)

Registered Nurse Level 3, \$66,313-70,496/Health Professional Level 3, \$60,498-63,834 (Up to \$67,080 on achieving personal up-grade), Canberra (PN. 24364 & 21788 - Expected vacancy)

Closing date: 5 January 2006

ACT Mental Health Services is a major provider of mental health services in the ACT and is strongly focused on providing quality, contemporary mental health services to our clients and the ACT community. The service offers outstanding opportunities with well resourced staff training, clinical supervision and exceptional working conditions. Mental Health ACT is seeking applications from suitably qualified applicants to work within a multi-disciplinary team to provide community based assessment and Clinical Management to consumers within the service. The successful applicants will be responsible for client assessments using recognised assessment tools and the collaborative development of management plans.

Eligibility/other requirements: For RN2/RN3 – Registered or eligible to register as a Mental Health Nurse with the ACT Nurses Registration Board. Social Work Mental Health nursing or Occupational Therapy would be an advantage. For HP2/HP3 – Tertiary qualification or equivalent in Psychology, and/or eligibility for membership of the appropriate professional organisation.

Note: Mental Health ACT provides competitive salaries and excellent employment conditions commensurate with qualifications and experience. Staff employed in Mental Health ACT have access to salary packaging benefits, scholarships, clinical supervision and a generously funded superannuation scheme. These positions will be part time at 64-72 hours per fortnight.

Selection documentation may be obtained from <http://www.health.act.gov.au/employment>.

Contact Officer: David Jackson-Hope (02) 6205 1110 or 0418 496446

Applicants must quote the above position number when applying.

Apply: 16 or via email nursing.recruitment@act.gov.au

CC: 1021-2324 (2224)

The Canberra Hospital, Medical SMT, Sexual Health

The Canberra Hospital, Aged Care & Rehabilitation Service, Nursing

Community Health, Continuing Care, Nurse Practice Unit

Calvary Health Care, Emergency Department

Nurse Practitioner, \$81,970, Canberra (PN. Several)

EMPLOYMENT

Closing date: 19 January 2006

Duties: Applicants must be able to demonstrate advanced clinical knowledge, expert skills and extended practice with the ability to prioritise and undertake timely comprehensive health assessments of patients/clients utilising evidence-based practice across diverse health care environments. The applicant will demonstrate excellent communication and liaison skills with a high level of professional leadership, mentoring, problem solving skills with a proven commitment to the development of learning, teaching and research orientated work within a collaborative, multidisciplinary environment.

Eligibility/other requirements: Applicants will need to be registered or be eligible for registration as a Nurse Practitioner with the ACT Nurses Board. The Nurse Practitioner position is only available to a person who is registered in the ACT as a Nurse Practitioner under the *Health Professionals Act 2004*.

Selection documentation may be obtained from the contact officer or <http://www.health.act.gov.au/employment>

Director of Nursing Medical SMT - Contact Officer: Helen De Britt (02) 6244 2647

Wound Care Nurse Practitioner - Grant Carey-Ide (02) 6205 2101

Aged Care Nurse Practitioner - Helen Shephard (02) 6244 2205 or 0419016804

Emergency Nurse Practitioner - Rhonda Maher (02) 6201 6166

Applicants must quote the above position number when applying.

Apply: 07 for Calvary applications

Apply: 16 or via email nursing.recruitment@act.gov.au for ACT Health applications

CC: 2601-3607(1782 1116 4350)

POPULATION HEALTH

Health Promotion Unit

Administrative Services Officer Grade 4, \$45,831-49,760, Canberra (PN. 29463 – Expected vacancy)

Closing date: 5 January 2006

Duties: To provide administrative and secretarial support to the Health Promotion Unit (HPU) and to the Health Improvement Branch. This will include the maintenance of information systems, supporting the financial management systems of the HPU and the Health Improvement Branch and the preparation of correspondence, reports and other written material.

Selection documentation may be obtained from <http://www.health.act.gov.au/employment>

Contact Officer: Ronis Chapman 6207 2499

Applicants must quote the above position number when applying.

Apply: 16 or via email general.recruitment@act.gov.au

CC: 1021-3729 (6434)

THE CANBERRA HOSPITAL

VALUES

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

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

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

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

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

Linking – internally and externally to form partnerships and integration to maximise patient care.

The Canberra Hospital encourages people from culturally and linguistically diverse backgrounds to apply.

Graduate Midwifery Program

Women & Children's Health SMT

All areas of midwifery – antenatal, postnatal, delivery suite and Community Midwifery Program

Registered Nurse Level 1/Registered Midwife, \$42,308-57,722, Canberra (PN. 29062, 29063, 29065, 29066, 29067 & 29069)

Closing date: 20 January 2006

A unique and exciting opportunity has arisen for midwifery graduates who wish to work within a dynamic and evolving environment. We are offering a structured development program for midwifery graduates who are enthusiastic and committed to providing evidence based women centred midwifery. This program will commence in March 2006.

Two graduates will be able to work within the Canberra Midwifery Program enabling them an opportunity for one-to-one and small group midwifery practice. Graduates will be able to complete a rotation to the Queen Elizabeth II Centre to ensure graduate experience in the full scope of midwifery practice as outlined in the international definition of the midwife.

As these positions are developmental you will be supported to consolidate your clinical experience through a rotation to the birthing areas, antenatal services and postnatal as well as QEII. Throughout your progression you will be offered mentoring, clinical supervision, educational support as well as support for your personal development plan.

Eligibility/other requirements: Registered or eligible to register as a Midwife with the ACT Nurses Registration Board.

EMPLOYMENT

Note: 6 positions are available – part-time and full-time.

Selection documentation may be obtained from <http://www.health.act.gov.au/employment>

Contact Officer: Elaine Jefford – Clinical Development Midwife (02) 62442222 page 50349 or Elaine.jefford@act.gov.au or Vanessa Owen, Director of Nursing and Midwifery, Women & Children's Health (02) 6244 3538 or Vanessa.owen@act.gov.au.

Applicants must quote the above position number when applying.

Apply: 16 or via email nursing.recruitment@act.gov.au

CC: 2601-3607 ()

Women & Children's Health SMT

Centre for Newborn Care & Administration

Registered Nurse Level 3.1, - Manager, Centre for Newborn Care, \$66,313-70,496, Canberra (PN. 22188)

Registered Nurse Level 3.1, - Clinical Nurse Consultant, Centre for Newborn Care, \$66,313-70,496 (PN. 22395)

Closing date: 20 January 2006

Centre For Newborn Care encompasses an 8 bed Neonatal Intensive Care Unit, 8 bed High Dependency Unit and an 8 bed Special Care Nursery. The Centre for Newborn Care also provides an intensive retrieval and transport services. Parents and babies are also supported by our Neonatal and Parent Support Service (NAPSS).

Duties: We require 2 enthusiastic, contemporary nurses with the ability to lead our Centre into the future. The Manager is responsible for the business leadership of the unit with the Clinical Consultant responsible for clinical leadership. These two roles complement each other and excellent communication skills are essential.

Eligibility/other requirements: Registered or eligible to register as a General Nurse/Midwife with the ACT Nurses Registration Board.

Selection documentation may be obtained from <http://www.health.act.gov.au/employment>

Contact Officer: Vanessa Owen (02) 6244 3538 or email Vanessa.owen@act.gov.au

Applicants must quote the above position number when applying.

Apply: 16 or via email nursing.recruitment@act.gov.au

CC: 2601-3607 (2149)

Surgical SMT

Operating Room General

Operating Rooms/Recovery

Registered Nurse Level 2, \$59,508-63,187, Canberra (PN. 22508 – expected vacancy)

Closing date: 5 January 2006

Duties: We are seeking a Registered Nurse with recent comprehensive experience in Anaesthetic nursing. The Peri-operative Unit at the Canberra Hospital provides a diverse and exciting range of employment opportunities for you. We have 10 operating theatres, a new pre admission clinic, day surgery unit and extended day surgery unit, and a newly renovated post anaesthetic care unit. As the major regional trauma center and tertiary referral centre, approximately 48% of our work is sub acute or emergency, with patients coming from the ski fields, coastal and regional areas of NSW. We also cover elective specialities including: Urology, Gynaecology, Paediatrics, Ophthalmology, General Surgical, Orthopaedics, Cardiac surgery, Ear, Nose & Throat, Vascular and Neurosurgery. Eligibility/other requirements: Registered or eligible to register as a General Nurse with the ACT Nurses Registration Board.

Note: This position is a full time permanent vacancy. This position will include on-call and shift work as required.

Selection documentation may be obtained from www.health.act.gov.au/employment

Contact Officer: Karen Ramsden (02) 6244 2765

Applicants must quote the above position number when applying.

Apply: 16 or via email nursing.recruitment@act.gov.au

CC: 2601-3607 (1956)

Hospital Based Services

Rehabilitation

Administrative Service Officer Grade 3, \$41,119-44,378, Canberra (PN. 01572)

Closing date: 5 January 2006

Duties: The Rehabilitation Medicine Unit at The Canberra Hospital is seeking applications from highly motivated persons who are interested in providing administrative support to a multidisciplinary Clinical Team. It is essential that the successful applicant /s have excellent communication / organisational skills with the ability to liaise effectively with staff and patients in a busy team environment. Secretarial / Clerical experience within a Hospital or Medical environment, an extensive knowledge of medical terminology, keyboard skills of a high order and dictaphone experience would be to your advantage.

Note: Applicants may be assessed on written application and referee reports only, therefore applicants are asked to supply current curriculum vitae, written referee reports as well as addressing the Selection Criteria with their applications

Selection documentation may be obtained from <http://www.health.act.gov.au/employment>

Contact Officer: Marie Turnbull (02) 6244 2267

Applicants must quote the above position number when applying.

Apply: 16 or via email general.recruitment@act.gov.au

CC: 2603-16045(1761)

EMPLOYMENT

Business & Infrastructure

Facilities Management

Facilities Service Officer Grade 5-7, \$35,828-42,906, Canberra (PN. 21198)

Closing date: 29 December 2005

Facilities Management provide a high quality, timely maintenance and repair service to a diverse range of clients and physical resources within The Canberra Hospital. A career opportunity is currently being offered in our Technical Bulk Store for a Stores Person who has broad experience in operating a technical store.

Duties: Co-ordinate the functions of the Facilities Management Services(FMS) Technical Bulk Store, including security of stock, utilising the Mainpac Computerised Maintenance Management System, accounting of receipt and issue of stock, coding of stock, provide reports as required, purchasing and stocktaking. Ensure a high level of customer service, follow safe work practices, participate in Facilities Management's process improvements and maintain a high standard of cleanliness in all stores areas.

Eligibility/other requirements: Proven experience in managing a Technical Store, demonstrated competent computer skills, experience working in a trade environment and with inventory control software highly desirable.

Note: This is a broad-banded position. Applicants will be initially appointed at the base level of the Facilities Service Officer Grade 5-7. Incremental progression will be based on successful completion of competencies as developed in an individuals performance management plan as specified in the Current Certified Agreement. (It is expected that highly qualified applicants for these positions may be employed at the upper end of the broad-banded salary scale.)

Selection may be made from application and referees reports only, which MUST address the selection criteria.

Applicants are also asked to submit a current CV with their Application.

Selection documentation may be obtained from <http://www.health.act.gov.au/employment>

Contact Officer: Mitchell Cadden (02) 6244 3588

Applicants must quote the above position number when applying.

Apply: 16 or via email general.recruitment@act.gov.au

CC: 2601-3749 (1381)

DEPARTMENT OF DISABILITY, HOUSING AND COMMUNITY SERVICES

Casual Employment Register

Client And Adolescent Service Group

Quamby Youth Detention Centre

Casual positions

Administrative Service Officer Class 3 \$41,119 - \$44,378pa, Canberra (PN. Several)

Closing date: 28 February 2006

Duties: The Department of Disability, Housing and Community Services has responsibility for a wide range of human services functions in the ACT. These include multicultural and community affairs, public and community housing policy and services, children, youth and family support policy and services, disability policy and services, therapy services, Child and Family Centres, the ACT Government Concessions Program, homelessness and community services

The Quamby Youth Detention Centre (Quamby) is a low security facility and can accommodate up to 26 children and young people who have been refused bail or sentenced to a period of detention.

Applications are invited from persons interested in registering for Casual Employment as a Youth Worker within the Quamby Youth Detention Centre located at Symonston, ACT.

Duties: Through positive relationships with young people ensure care, supervision and safe custody within the Detention Centre is ensured. As a key worker, engage residents in case plans relating to their individual needs, goals and strategies; liaise with families, carers, government and community agencies involved in case management processes.

The position requires successful applicants to possess:

- An understanding and experience in issues relating to adolescent development
- Ability to work, motivate, support and effectively communicate with young people including those with special needs in a custodial environment
- Ability to work effectively in stressful working conditions both individually and as a member of a team, set priorities and the flexibility to adapt to changing circumstances
- Good negotiation, liaison and advocacy skills and the ability to prepare accurate reports
- A demonstrated commitment to the implementation of the principles of workplace diversity, participative work practices and occupational health and safety.

Successful applicants for casual employment will be required to undergo the following:

- A formal interview
- A police background check
- A medical examination to demonstrate an appropriate level of health and fitness for safety and security purposes
- Successful completion of an induction training course and participation in Certificate IV Youth Work

Eligibility/other requirements: A current Senior First Aid Certificate and driver's licence are essential.

For further information please contact Mr Charles Devine, telephone 6207 0781

or Mr Tony Day, telephone 6207 0716

EMPLOYMENT

Selection and registration documentation may be downloaded from the Department's website www.dhcs.act.gov.au or by calling Ms Julie Gower, telephone 6207 0732
Apply: 10 or emailed to dhcs.recruitment@act.gov.au
CC: 8405-18155

Executive Unit

Administrative Service Officer Class 6 \$55,206-\$63,416, Canberra (PN. P08122)
Closing date: 5 January 2006

Duties: The position of Executive Officer provides high level support to the Chief Executive, Department of Disability, Housing and Community Services. The position occupant will require high level oral and written communication skills, the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with ministerial staff, senior officers and members of the public.

Note: Selection may be based on application and referee reports only.

Contact Officer: Edwina Cock (02) 62076516

Selection documentation may be obtained from Edwina Cock (02) 62076516 or via the Department's website: www.dhcs.act.gov.au

Apply: 10 or emailed to dhcs.recruitment@act.gov.au

CC: 1293-2529

CALVARY HEALTH CARE ACT

Performance and Allied Health

Performance and Contracts Unit

Senior Officer Grade B \$82,589 - 92,974, Canberra (PN. 7018)

Closing date: 5 January 2006

Duties: Direct and manage the activities of the Clinical Performance and Evaluation Unit. Monitor and advise on the Hospital Service Agreement specifically in relation to targets and performance indicator requirements.

Note: TTY 6201 6127

Contact Officer: Susan Killion (02) 6201 6102

Selection documentation may be obtained from Natasha Waring (02) 6201 6104

Apply: 07

CC: 1301-2606

Clinical Services/Allied Health

Aged Care and Rehabilitation Service

Health Professional 1 - 3 \$39,626 - 67,080, Canberra (PN. Several)

Closing date: 13 January 2006

Duties: These positions will include Physiotherapist, Occupational Therapist, Social Worker, Pharmacist and Dietician.

Eligibility/other requirements: Registration as position requires.

Note: Variable hours TTY 6201 6127

Contact Officer: Marianne Cummins (02) 62016051

Selection documentation may be obtained from Marianne Cummins (02) 62016051

Apply: 07

CC: 1301-2606

Finance and Corporate Services

Ward Clerks

Administrative Service Officer Class 2 \$36,101 - 40,033, Canberra (PN. 8053)

Closing date: 5 January 2006

Duties: Under general direction perform a range of clerical and keyboard duties including maintaining patient information computerised system and prepare reports as required. Undertake admission/discharge and appointment procedures and provide reception service.

Eligibility/other requirements:

Note: TTY 6201 6127

Contact Officer: Eileen Muscat (02) 62016900

Selection documentation may be obtained from Sally FitzGerald (02) 62016016

Apply: 07

CC: 1301-2606

Finance and Corporate Services

Patients Office

Administrative Service Officer Class 2 \$36,101 - 40,033, Canberra (PN. 8754)

Closing date: 5 January 2006

Duties: Provide administrative relief as directed in various patient services department of Calvary Hospital including Admissions and Discharge, Ward Clerks, Emergency Clerk, Communications, Ambulatory Care and Outpatients.

Note: TTY 6201 6127

EMPLOYMENT

Contact Officer: Eileen Muscat (02) 62016900
Selection documentation may be obtained from Sally FitzGerald (02) 62016016
Apply: 07
CC: 1301-2606

Performance and Allied Health

Pharmacy

Technical Officer Level 2 \$40,543 - 46,663, Canberra (PN. 8963)
Closing date: 9 January 2006
Duties: Under the supervision of a pharmacist, dispense medications for hospital patients. Manufacture pharmacy intravenous additives and extemporaneous items. Supervise and train other pharmacy technicians. Prepare technical rosters and oversee technician staff.
Eligibility/other requirements: Pharmacy Technician Certificate at Level IV, or at least 3 years experience as a hospital pharmacy assistant/technician.
Note: TTY 6201 6127
Contact Officer: Andrew Matthews (02) 62016269 or email andrew.matthews@calvary-act.com.au OR Lesley Condon on 62016266 or email lesley.condon@calvary-act.com.au
Selection documentation may be obtained from either of the listed contact officers.
Apply: 07
CC: 1301-2606

Performance and Allied Health

Pharmacy

Technical Officer Level 1 \$37,330 - 39,217, Canberra (PN. 8308)
Closing date: 9 January 2006
Duties: Under the general supervision of a pharmacist, dispense medications for inpatients and outpatients, assemble and manufacture pharmacy intravenous additives and extemporaneous items.
Eligibility/other requirements: Previous hospital or community pharmacy experience. Pharmacy Technician Certificate at Level III desirable.
Note: TTY 6201 6127
Contact Officer: Andrew Matthews (02) 62016269 or email andrew.matthews@calvary-act.com.au OR Lesley Condon on 62016266 or email lesley.condon@calvary-act.com.au
Selection documentation may be obtained from either of the listed contact officers.
Apply: 07
CC: 1301-2606

Performance and Allied Health

Pharmacy

Trainee Technical Officer \$20,667 - 38,183, Canberra (PN. 8156)
Closing date: 9 January 2006
Duties: Assist the Pharmacy Director and the Department with administrative duties. Undertake basic pharmacy technician duties such as imprest services to wards. Training will be provided with a view to developing pharmacy technician skills.
Note: TTY 6201 6127
Contact Officer: Andrew Matthews (02) 62016269 or email andrew.matthews@calvary-act.com.au
Selection documentation may be obtained from Andrew Matthews (02) 62016269 or email andrew.matthews@calvary-act.com.au
Apply: 07
CC: 1301-2606

Clinical Services

CDN Critical Care

Registered Nurse Level 2 \$59,508 - 63,187, Canberra (PN. 7089)
Closing date: 5 January 2006
Duties: Utilising the nursing process and incorporating risk management principles, act as a professional role model and resource person, providing guidance and leadership in provision of patient care. Liaise within the multi-disciplinary care team, actively participating in identifying and communicating patient needs at all points of the care continuum.
Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Board.
Note: Expected vacancy. 64 - 76 hours per fortnight. TTY 6201 6127
Contact Officer: Rhonda Maher (02) 62016166
Selection documentation may be obtained from Rhonda Maher (02) 62016166
Apply: 07
CC: 1301-2606

EMPLOYMENT

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 are preferred in electronic form to jacs.recruitment@act.gov.au or alternatively may be submitted by mail to: The Recruitment Officer, People and Workplace Services, Department of Justice and Community Safety, GPO Box 158, Canberra ACT 2601.

ACT Government Solicitor's Office

Bushfire Unit

Administrative Service Officer Class 2 \$36,101 – 40,033, Canberra (PN. P00092)

Closing date: 14 January 2006

Duties: An opportunity exists for an organised and motivated administrative officer to join a small team working on a large and complex litigation matter within the ACT Government Solicitor's Office. We are looking for someone who is keen to provide important basic support services, which will include filing, collating, copying, typing, and searching electronic and hardcopy documentation. The right person will have an eye for details and a willingness to contribute as part of the team to produce reliable and timely results for our interesting and important work.

Note: This position will be filled on a three year fixed term contract

Contact Officer: Courtney Black (02) 62078338

Selection documentation may be obtained from Gayle Sillis (02) 62070631 and

<http://www.jcs.act.gov.au/recruitment.html>

Apply: 28

CC: 1022-2346

DEPARTMENT OF URBAN SERVICES

Enterprise Services Network

Services Group

Yarralumla Nursery

Year 1 Horticulture Apprentices \$14,102, - 4 year Fixed term vacancy

Closing date: 5 January 2006

Yarralumla Nursery is the largest production nursery in the Southern Tablelands. It carries out a diverse range of nursery practices providing an unparalleled opportunity for learning in cold climate horticulture and associated plant material. Minimum qualification for the horticultural apprenticeship is year 10 certificate or equivalent with passes in English, Mathematics and preferably a credit pass in Science.

Applicants will need to demonstrate a keen interest and aptitude in horticulture. Successful applicants will be enrolled at CIT-Weston Campus in the Horticulture trade Certificate-Nursery Stream for a period of 4 years.

Note: A Joint Selection Committee established in accordance with the certified agreement provisions will assess all applications for this position.

Contact Officer: Michael Kidd, (02) 6207 2448 or email michael.kidd@act.gov.au

Selection documentation may be obtained from Jennifer Everett (02) 6207 2445 or email jennifer.everett@act.gov.au

Or from the recruitment home page: <http://www.urbanservices.act.gov.au/recruitment>

Apply: 34

CC: 4601-2249

Enterprise Services Network

Strategic Finance

Closing date: 5 January 2006

Strategic Finance Branch is seeking to fill the following positions on a temporary transfer basis for 12 months. The need to permanently fill these positions will be assessed during this time. Applicants should include contact details for two referees. Selection may be based on written applications and referee reports that address the selection criteria.

Finance Officer, Transactions and Services

Administrative Service Officer Class 4 \$45,831-\$49,760, Canberra (PN. P00695)

The occupant of this position will undertake financial processing activities and assist other staff with more complex tasks. They will perform checking functions, assist line areas with financial services needs, and resolve more complex inquiries. A solid background in a range of financial transaction activities is required.

Contact Officer: Diana Jackson (02) 6207 2211 or email diana.jackson@act.gov.au

Selection documentation may be obtained from Diana Jackson (02) 6207 2211 or email diana.jackson@act.gov.au

Finance Officer, Budgets, Reporting and Advice

Administrative Service Officer Class 6 \$55,206-\$63,416, Canberra (PN. P00693)

The occupant of this position will work in a small team and be responsible for a range of budget development and financial reporting and analysis activities to support the financial management needs of a range of businesses within the Department. Relevant experience and the ability to contribute to team projects and timelines is required

Contact Officer: Gary Spencer (02) 6207 6339 or gary.spencer@act.gov.au

Selection documentation may be obtained from Gary Spencer (02) 6207 6339 or gary.spencer@act.gov.au

Or from the recruitment home page: <http://www.urbanservices.act.gov.au/recruitment>

EMPLOYMENT

Apply: 34

Enterprise Services Network Strategic Finance

Assistant Manager, Accounting

Senior Officer Grade C \$69,899-\$75,367, Canberra (PN. P00630)

Closing date: 5 January 2006

The Strategic Finance Branch has recently undergone a significant restructure. Accounting is a small professional team within the Branch that ensures that statutory reporting obligations are met, maintains the financial management framework for the department and undertakes a range of specialised tasks such as asset accounting, systems management and tax issues.

The Assistant Manager position plays a key leadership role within the team. The occupant of the position will take carriage of annual financial statement preparation, and ensure that financial management policies and procedures meet the department's governance and operational needs.

Eligibility/other requirements: Qualifications in accounting, economics, or similar field are highly desirable.

Membership or progress towards membership of a recognised professional accounting body is desirable

Contact Officer: Susanna Kiemann (02) 6207 6230 or email susanna.kiemann@act.gov.au

Selection documentation may be obtained from Susanna Kiemann (02) 6207 6230 or email susanna.kiemann@act.gov.au

Or from the recruitment home page: <http://www.urbanservices.act.gov.au/recruitment>

Apply: 34

Municipal Service Network Asset Management Services Standards and Data Quality Officer

Administrative Service Officer Class 6 \$55,206-\$63,416, Canberra (PN. P18923)

Closing date: 5 January 2006

The Municipal Services Network plays an integral role in providing a wide range of services to the ACT Community, which cover both municipal and Territory activities. These activities include road, community path and storm water networks; urban parks, sports grounds and related facilities; waste removal and management facilities; compliance services for asset acceptance, parking, littering etc; and library services.

Asset Management Services brings together the core functions of asset information management, and asset acceptance and advice. The Asset Management Services team is seeking enthusiastic applicants for the role described below.

We are seeking applicants that have knowledge and experience in documentation related to the design and construction of municipal engineering infrastructure and related landscape works. As Standards and Data Quality Officer you will be responsible for developing standards and procedures for maintaining the quality of asset related documentation and data. This position also has a compliance role, ensuring that these standards and procedures are being applied.

Eligibility/other requirements: Tertiary qualifications in Civil Engineering, drafting or related fields would be highly desirable.

Note: A Joint Selection Committee established in accordance with certified agreement provisions will assess all applications for this position.

Contact Officer: Robert Twin (02) 6207 6069 or email robert.twin@act.gov.au

Selection documentation may be obtained from Robert Twin (02) 6207 6069 or email robert.twin@act.gov.au

Or from the recruitment home page: <http://www.urbanservices.act.gov.au/recruitment>

Apply: 34

CC: Enter charge code

Municipal Services Network ACT NOWaste Policy and Strategy Unit Education Coordinator Project Officer

Administrative Service Officer Class 6 \$55,206-\$63,953, Canberra (PN. P21803) Temporary Vacancy for 12 months

Closing date: 5 January 2006

As leaders in the waste reduction industry, ACT NOWaste manages a range of strategic projects and operational activities aimed at influencing waste generators in the community and in the business, education, government, construction and demolition sectors. The ACT government was the first in the world to establish a no waste goal – and we need your drive, innovation and resourcefulness to continue our success to date. ACT NOWaste is the team responsible for implementing the government's No Waste Strategy.

As Education Coordinator Project Officer you will be responsible for the coordination, development and implementation of strategic plans for public information and education, to achieve community support for the No Waste Strategy. The successful applicant will coordinate the planning, development and delivery of specifically targeted promotional and educational programmes for the No Waste Strategy, monitor, evaluate and report on the success of these programs and manage the ACT NOWaste website and publication of resource materials. The role also provides assistance to the Policy and Strategy unit on additional No Waste implementation initiatives.

EMPLOYMENT

We are seeking applicants with demonstrated skills and extensive experience in promotional and educational programs within a community education setting, and well-developed project management, representational and interpersonal skills.

Note: A Joint Selection Committee established in accordance with the certified agreement provisions will assess all applications for this position. This vacancy is available from December 2005 for a period of 12 months.

Contact Officer: Graham Mannall (02) 6207 6356 or graham.mannal@act.gov.au

Selection documentation may be obtained from Graham Mannall (02) 6207 6356 or graham.mannal@act.gov.au

Or from the recruitment home page: <http://www.urbanservices.act.gov.au/recruitment>

Apply: 34

CC: 1289-2732

LAND DEVELOPMENT AGENCY

The ACT Land Development Agency is a statutory corporation of the ACT Government that manages the development of Territory lands for residential, commercial and community uses. LDA operations are managed by the Chief Executive Officer and overseen by a Board. In delivering its objectives the LDA has significant interactions with other government agencies, industry and the community.

Corporate and Finance Division

Executive Level 2 \$196,189-\$239,680, Canberra (PN. E422)

Closing date: 4 January 2006

Duties: The occupant of this position will be expected to provide strategic policy advice on corporate and compliance issues to the CEO, Board, committees of the Board and LDA's executive team; Assess the integrity of business development initiatives and proposals and make related recommendations to the CEO and Board; Ensure effective risk management frameworks are developed and maintained to minimise LDA's exposure to commercial and contract risk; Lead central agency negotiations on behalf of LDA; Exercise sound practices of corporate governance in financial accountability and reporting and ensure compliance with applicable legislation; Direct the provision of secretariat support to the Board and committees established by the Board; Lead the development and maintenance of sound budget management, accounting and finance policies and systems to ensure timely and accurate financial reporting; Establish and develop effective commercial partnerships with LDA's key stakeholders, suppliers and industry partners; Ensure appropriate and effective policy, systems, resources and procedures are established across a full range of corporate enabling services for information technology, quality assurance, human resources, procurement and general administration; Manage the day to day affairs of the Corporate and Finance Division; Maintain effective relationships with ACT Government stakeholders, in particular Department of Treasury, Chief Minister's Department and ACT Planning and Land Authority.

Eligibility/other requirements: Tertiary qualifications in accounting, business management or a related discipline, or experience deemed by the Board to be equivalent.

Note: Recruitment may be conducted on application and referee only. Applicants must quote the above number when applying.

Contact Officer: Anne Skewes (02) 6205 1876

Selection documentation may be obtained from Lisa Vassallo (02) 6205 0054

Apply: 26

CC: 3401-4649

Appointments

ACT HEALTH

Administrative Services Officer Grade 4, \$45,831-49,760

Kathryn Suzanne Sequoia, 789-43113, Section 68(1), 15 January 2005

CC: 1021-3733 (2219)

DEPARTMENT OF DISABILITY, HOUSING AND COMMUNITY SERVICES

Health Professional Officer Level 3 \$60,498-\$63,834

Allison Stevenson: 785-56797, Section 68(1), 13 December 2005

CC: 8405-11773

Health Professional Officer Level 4 \$72,695-\$78,381

Steven Lock: 785 - 56447, Section 68(1), 14 December 2005

CC: 8405-11773

Health Professional Officer Level 3 \$60,498-\$63,834

Karen Osborne: 785 - 54556, Section 68(1), 14 December 2005

CC: 8405-11773

EMPLOYMENT

Health Professional Officer Level 3 \$60,498-\$63,834

Paul Burton: 785 - 56420, Section 68(1), 14 December 2005
CC: 8405-11773

Health Professional Officer Level 3 \$60,498-\$63,834

Arlene Mackenzie: 787 - 42469, Section 68(1), 14 December 2005
CC: 8405-11773

Health Professional Officer Level 3 \$60,498-\$63,834

Gerard Nolan: 779 - 20198, Section 68(1), 14 December 2005
CC: 8405-11773

Health Professional Officer Level 3 \$60,498-\$63,834

Julie Adams: 779 - 20200, Section 68(1), 14 December 2005
CC: 8405-11773

Administrative Service Officer Class 6 \$55,206- \$63,416

Osnat Oren: 786-89485, Section 68(1), 13 December 2005
CC: 2521-8727

Administrative Service Officer Class 2 \$36,101-\$40,033

Vicki McGrath: 781-68049, Section 68(1), 12 December 2005
CC: 1293-3759

Administrative Service Officer Class 4 \$45,831- \$49,760

Marlene Collinson: 786-89274, Section 68(1), 19 December 2005
CC: 1293-3759

CHIEF MINISTER'S DEPARTMENT**Administrative Service Officer Class 4, \$48,515-\$49,760p.a**

Megan Rowe, AGS No: 787-13721
Section 68 (1),
9 December 2005
Canberra
CC: 1026-2649

DEPARTMENT OF EDUCATION AND TRAINING**Administrative Service Officer Class 4 \$45,831-\$49,760**

Melinda Ingram: 787-39841, Section 68(1), 13 December 2005
CC: 1023-2391

CANBERRA INSTITUTE OF TECHNOLOGY**Teacher Band 1, Educational Development & Support \$49,534-\$66,647**

Allyson Guy: 778-76959, Section 68(1), 29 December 2005
Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 34.4 of the Canberra Institute of Technology (Teaching Staff Component) Certified Agreement 2000-2003.
CC: 1294-2549

ACT EMERGENCY SERVICES AUTHORITY**Senior Officer Grade C \$69,899 - \$75,367**

Simone Crerar: 786-27751, Section 68(1), 13 December 2005
CC: 1907-11913

Senior Officer Grade A \$95,918

Moira Crowhurst: 786-28228, Section 68(1), 13 December 2005
CC: 1907-11377

LAND DEVELOPMENT AGENCY**Senior Officer Grade C \$69,899-75,367**

Clint Peters, AGS 778-24122 Section 68(1), 14 December 2005
CC: 3401-4649

EMPLOYMENT

DEPARTMENT OF ECONOMIC DEVELOPMENT

Administrative Service Officer Class 5, \$51,117-\$54,202p.a

Timothy Dennis Manning, AGS No: 787-13588

Section 68 (1),

12 December 2005

Canberra

CC: 11244-14293

Administrative Service Officer Class 2, \$36,101-\$40,033p.a

Samantha Gai Staines AGS No: 787-13588

Section 68 (1),

3 January 2006

Canberra

CC: 11244-14293

Transfers

DEPARTMENT OF DISABILITY, HOUSING AND COMMUNITY SERVICES

Tracy Prague: 326-74333

From: Administrative Service Officer Class 3 \$41,119 - \$44,378

Department of Disability, Housing and Community Services

To: Administrative Service Officer Class 4 \$45,831 - \$49,760

Social Housing & Homelessness Services, Department of Disability, Housing and Community Services, Canberra

(PN. P10902)

CC: 1293-2525

CHIEF MINISTER'S DEPARTMENT

Dylan Kendall: 786-27399

From: Senior Professional Officer Grade C \$69,899-\$75,367

ACT Rural Fire Service

To: Senior Professional Officer Grade C \$69,899-\$75,367

Fire Management, Arts, Heritage and Environment, Chief Minister's Department, Canberra (PN. P14638) (Section 83

Transfer - date of effect 13 December 2005)

CC: 1026-14369

DEPARTMENT OF URBAN SERVICES

Cheryl Southwell: 539-91717

From: Administrative Service Office Class 5 \$51,117-\$54,202

Department of Urban Services

To: Administrative Service Office Class 5 \$51,117-\$54,202

Strategic Finance, Enterprise Services Network, Department of Urban Services, Canberra (PN. P00728) (Section 83

transfer, Date of effect 13 December 2005)

Promotions

PROMOTION APPEALS and INTERNAL REVIEW

Selection principles

All selection processes (including promotion decisions) must be based on a proper assessment of merit. Merit is defined in the *Public Sector Management Act 1994* (PSM Act), as *the selection of a person on the basis of an assessment of the relative efficiency of the several applicants having regard to the nature of the duties to be performed and the abilities, qualifications, experience, personal qualities and potential for development of the several applicants that are relevant to the performance of the relevant duties as the case may be.*

Applicants are also entitled to fair and unbiased consideration of their job application.

Definitions

For the purposes of Parts 1 and 2 dealing with promotions, temporary transfer and internal review:

'officer' means a person appointed under division 5.3 or 5.8 of the PSM Act. An officer is a permanent staff member of the ACT Public Service.

EMPLOYMENT

'employee' means a person engaged under division 5.7 of the PSM Act (other than a chief executive or executive). An employee is a temporary staff member and is engaged under a temporary employment contract.

'appellant' means a person that is eligible to appeal and lodges a promotion or temporary transfer appeal

'respondent' means, in the case of a promotion, the person promoted to the position, or in the case of temporary performance, the person selected for temporary performance of duties.

PART 1. PROMOTION OR TEMPORARY PERFORMANCE APPEALS

A promotion occurs when an officer (permanent officer) is selected (and then promoted) to a higher classification (i.e. than the classification they hold before the promotion). A temporary transfer occurs where an officer temporarily performs the duties of a higher office for a defined period (i.e. a higher classification than they currently hold).

Generally, a promotion (made under section 83 of the PSM Act) or temporary transfer is subject to appeal, where:

- the position is filled on:
 - a permanent basis; or
 - temporary transfer for more than 6 months;
- the officer was an applicant for the position; and
- the promotion/temporary transfer is to classifications below the Senior Officer Grade C level (or the position has a maximum salary less than the minimum salary of a Senior Officer Grade C)

An officer may also appeal a promotion 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
- If you are a promotee, where your promotion is one of a number of promotions at the same level made in a selection process, 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. An officer must still be eligible to appeal and be able to show that they are more efficient than those they have appealed against; 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.

An officer **cannot** appeal a promotion when:

- a promotion decision is made by a unanimous recommendation of a Joint Selection Committee established under the PSM Act or agency Certified Agreement;
- a promotion is made as a result of officers passing certain exams, as defined in section 97 of the Act;
- the promotion is to a position which has a higher or equivalent maximum salary to the minimum salary of a Senior Officer Grade C. (These should be identified with a dagger symbol (†) in the 'Promotions' section of the *Gazette*);
- you are not eligible to appeal if:
 - a. the position is filled from outside the ACTPS, i.e. an appointment (including filling the position by appointing a temporary employee);
 - b. the position is filled by the transfer of an officer already at that or a higher level;
 - c. you are not a permanent officer of the ACTPS; or
 - d. you filling the position would not constitute a promotion

Grounds for Appealing a Promotion/Temporary performance decision

Provided eligibility requirements are met (see above), an officer will be required to show that they are more efficient than the promotee or other appellants.

Generally, the Appeal Panel will assess greater efficiency by considering:

- a) the abilities, qualifications, experience, standard of work performance and personal qualities of each officer, to the extent that the Panel considers that those matters are relevant to the performance of the duties of the office;
- 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; and
- c) any other relevant matter.

EMPLOYMENT

How to appeal a promotion/temporary transfer decision

In most cases and if you are eligible, appeal rights are available under your agency Certified Agreement. In some cases, PSM Act appeal rights may be available.

Your Human Resources area (see the contacts below) is available to provide further information on your eligibility to appeal, the appeal mechanism and how to lodge the appeal. Please note that potential appellants must be aware that they must lodge their appeal within a certain timeframe. The timeframes vary between Agency Certified Agreements and you need to check with your Human Resources area.

PART 2. INTERNAL REVIEW

Generally, employees can seek a review for management actions or decisions made in relation to their employment that affect them. There are some actions/decisions that are excluded from this right of review (e.g. decisions on classifications of an office, promotions and transfers).

However, as employees are entitled to a fair and unbiased assessment of their job application, generally an employee may seek an internal review about the process leading to decisions about:

1. decisions that another employee perform the duties of a higher classification (with a salary less than that of a Senior Officer Grade C or equivalent classification) for periods greater than 6 months if the vacancy was advertised;
2. decisions to promote, appoint or engage an employee or decisions regarding temporary contracts;
3. decisions to transfer an employee within the Agency.

How to lodge an internal review

In general, rights of internal review are provided under agency Certified Agreement. However staff should seek advice from their Human Resources area (see contacts below) about internal review rights available under their agency Certified Agreement and how to lodge a request for internal review.

3. Human Resources Contacts and reference point to Agency Certified Agreements

Agency/ Statutory Authority	Inquiries number	Relevant parts of Agency Certified Agreement
ACTION	<ul style="list-style-type: none"> ● Manager, Personnel and Recruitment on 6207 8068 	<p>Appeals</p> <ul style="list-style-type: none"> ● ACTION Authority Certified Agreement 2004-2007, Section M –Appeal Mechanism <p>Internal review</p> <ul style="list-style-type: none"> ● ACTION Authority Certified Agreement 2004-2007, Section L – Internal Review
ACT Legislative Assembly Secretariat	<ul style="list-style-type: none"> ● Corporate Services on 6205 0150 	<p>Appeals</p> <ul style="list-style-type: none"> ● Legislative Assembly Secretariat Certified Agreement 2004-2007, Section M, Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> ● Legislative Assembly Secretariat Certified Agreement 2004-2007, Section L – Internal Review
ACT Workcover	<ul style="list-style-type: none"> ● Manager, Human Resources on 6207 0995 	<p>Appeals</p> <ul style="list-style-type: none"> ● ACT Workcover Certified Agreement 2004-2007, Section M – Appeal Mechanism <p>Internal review</p> <ul style="list-style-type: none"> ● ACT Workcover Certified Agreement 2004-2007, Section L – Internal Review
Australian Capital Tourism	<ul style="list-style-type: none"> ● Recruitment Officer on 6205 0610 	<p>Appeals</p> <ul style="list-style-type: none"> ● Australian Capital Tourism Corporation Agreement 2004-2007, Section M – Appeal Mechanism <p>Internal review</p> <ul style="list-style-type: none"> ● Australian Capital Tourism Corporation Agreement 2004-2007, Section L – Internal Review

EMPLOYMENT

<p>Auditor-General's Office</p>	<ul style="list-style-type: none"> ● Manager, Corporate Services on 6207 0875 	<p>Appeals</p> <ul style="list-style-type: none"> ● ACT Auditor-General's Office Certified Agreement 2004-2007, Section L – Appeal Mechanism <p>Internal review</p> <ul style="list-style-type: none"> ● ACT Auditor-General's Office Certified Agreement 2004-2007, Section K – Internal Review
<p>Canberra Institute of Technology</p>	<ul style="list-style-type: none"> ● Senior Manager, Human Resources on 6207 3561 	<p>Appeals</p> <ul style="list-style-type: none"> ● Canberra Institute of Technology General Staff Certified Agreement 2004-2007, Section M- Appeal Mechanism; ● Canberra Institute of Technology Teaching Component Certified Agreement 2003-2006– Section K – Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> ● Canberra Institute of Technology General Staff Certified Agreement 2004-2007, Section L – Internal Review ● Canberra Institute of Technology Teaching Component Certified Agreement – Section J –Internal Review
<p>Chief Minister's Department</p>	<ul style="list-style-type: none"> ● Recruitment Officer on 6205 0610 	<p>Appeals</p> <ul style="list-style-type: none"> ● Chief Minister's Certified Agreement 2004-2007, Section M – Appeal Mechanism (note clause 121.4 of Part 2) <p>Internal Review</p> <ul style="list-style-type: none"> ● Chief Minister's Certified Agreement 2004-2007, Section L- Internal Review
<p>Cultural Facilities Corporation</p>	<ul style="list-style-type: none"> ● Human Resource Officer on 6205 2217 	<p>Appeals</p> <ul style="list-style-type: none"> ● Cultural Facilities Corporation (Enterprise Bargaining) 2004-2007, Section M - Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> ● Cultural Facilities Corporation (Enterprise Bargaining) 2004-2007, Section L – Internal Review
<p>Department of Treasury</p>	<ul style="list-style-type: none"> ● Recruitment Officer on 6205 0610 	<p>Appeals</p> <ul style="list-style-type: none"> ● Department of Treasury Certified Agreement 2004-2007, Section M – Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> ● Department of Treasury Certified Agreement 2004-2007, Section L- Internal Review
<p>Department of Economic Development</p>	<ul style="list-style-type: none"> ● Recruitment Officer on 6205 0610 	<p>Appeals</p> <ul style="list-style-type: none"> ● Chief Minister's Certified Agreement 2004-2007, Section M – Appeal Mechanism (note clause 121.4 of Part 2) <p>Internal Review</p> <ul style="list-style-type: none"> ● Chief Minister's Certified Agreement 2004-2007, Section L- Internal Review
<p>Department of Education and Training</p>	<ul style="list-style-type: none"> ● Human Resource inquiries on 6207 9700 	<p>Appeals</p> <ul style="list-style-type: none"> ● ACT Department of Education and Training Teaching staff Certified Agreement 2004-2006, Section H – Appeal Mechanism; ● ACT Department of Education and Training Staff Certified Agreement 2004-2007, Section M – Appeal Mechanism

EMPLOYMENT

		<p>Internal review</p> <ul style="list-style-type: none"> ● ACT Department of Education and Training Teaching staff Certified Agreement 2004-2006, Section G, Internal Review; ● ACT Department of Education and Training Staff Certified Agreement 2004-2007, Section L- Internal Review
Department of Disability, Housing and Community Services	<ul style="list-style-type: none"> ● Recruitment Officer on 6205 0203 	<p>Appeals</p> <ul style="list-style-type: none"> ● Department of Disability, Housing and Community Services Certified Agreement 2004-2007, Section M - Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> ● Department of Disability, Housing and Community Services Certified Agreement 2004-2007, Section L, Internal Review
Department of Health	<ul style="list-style-type: none"> ● Appeals Panel Convenor on 6205 1536 	<p>Appeals</p> <ul style="list-style-type: none"> ● ACT Health Clerical, Technical, Professional, Health Service Officer's Certified Agreement 2004-2007, Section M – Appeal Mechanism; ● ACT Public Sector Nursing Staff Agreement 2004-2007, Section M- Appeal Mechanism; ● ACT Health Portfolio Interim Medical Officers Agreement 2004-2005, Section K – Appeal Mechanism <p>Internal review</p> <ul style="list-style-type: none"> ● ACT Health Clerical, Technical, Professional, Health Service Officer's Certified Agreement 2004-2007, Section L – Internal Review; ● ACT Public Sector Nursing Staff Agreement 2004-2007, Section L – Internal Review; ● ACT Health Portfolio Interim Medical Officers Agreement 2004-2005, Section J, Internal Review
Department of Justice and Community Safety, including: <ul style="list-style-type: none"> ● Elections ACT; ● Human Rights Office; ● Office of Community Advocate. 	<ul style="list-style-type: none"> ● Recruitment Officer on 6207 3979. Manager (People and Workplace Services) ● Manager (Industrial Relations) on 6205 0507 ● Director Human Resources on 6207 0405 	<p>Appeals</p> <ul style="list-style-type: none"> ● Department of Justice and Community Safety Certified Agreement 2004-2007, Section M - Appeal Mechanism ● Department of Justice and Community Safety Custodial Officers Certified Agreement 2004-2007, Section M – Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> ● Department of Justice and Community Safety Certified Agreement 2004-2007, Section L – Internal Review ● Department of Justice and Community Safety Custodial Officers Certified Agreement 2004-2007, Section L – Internal Review
Department of Urban Services	<ul style="list-style-type: none"> ● Human Resources inquiries on 6207 5653 	<p>Appeals</p> <ul style="list-style-type: none"> ● Department of Urban Services Certified Agreement 2004-2007, Section M and Part 2, Section B <p>Internal review</p> <ul style="list-style-type: none"> ● Department of Urban Services Certified Agreement 2004-2007, Section L- Internal Review

EMPLOYMENT

<p>Director of Public Prosecutions</p>	<ul style="list-style-type: none"> ● Office Manager on 6247 3800 	<p>Appeals</p> <ul style="list-style-type: none"> ● Department of Justice and Community Safety Certified Agreement 2004-2007, Section M - Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> ● Department of Justice and Community Safety Certified Agreement 2004-2007, Section L – Internal Review
<p>Emergency Services Authority</p>	<ul style="list-style-type: none"> ● Recruitment Advisor on 6207 8471. <p>If unavailable:</p> <ul style="list-style-type: none"> ● Human Resource Advisor on 6207 8194; or ● Manager, Human Resources on 6207 8442 	<p>Appeals</p> <ul style="list-style-type: none"> ● Emergency Services Authority Certified Agreement 2004-2007, Section M – Appeal Mechanism; ● ACT Ambulance Service Certified Agreement 2004-2007, Section M - Appeal Mechanism ● ACT Fire Brigade Certified Agreement 2004-2006, Schedule 9 <p>Internal Review</p> <ul style="list-style-type: none"> ● Emergency Services Authority Certified Agreement 2004-2007, Section L- Internal Review ● ACT Ambulance Service Certified Agreement 2004-2007 Section L, Internal Review ● ACT Fire Brigade Certified Agreement 2004-2006 Schedule 7
<p>Exhibition Park in Canberra</p>	<ul style="list-style-type: none"> ● Human Resources on 6241 3022 	<p>Appeals</p> <ul style="list-style-type: none"> ● Exhibition Park In Canberra Certified Agreement 2004-2007, Section M- Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> ● Exhibition Park In Canberra Certified Agreement 2004-2007, Section L – Internal Review
<p>InTACT</p>	<ul style="list-style-type: none"> ● Manager, Human Resources on 6207 3810; or ● Manager, HR Operations 6207 6224 	<p>Appeals</p> <ul style="list-style-type: none"> ● Department of Treasury Certified Agreement 2004-2007, Section M – Appeal Mechanism <p>Internal Review</p> <p>Department of Treasury Certified Agreement 2004-2007, Section L- Internal Review</p>
<p>Land Development Agency</p>	<ul style="list-style-type: none"> ● Manager, Human Resources on 6205 1873 	<p>Appeals</p> <ul style="list-style-type: none"> ● ACT Department of Treasury Certified Agreement 2004-2007, Section M – Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> ● ACT Department of Treasury Certified Agreement 2004-2007, Section L- Internal Review
<p>Long Service Leave Boards</p>	<ul style="list-style-type: none"> ● Registrar on 6247 3900 	<p>Appeals</p> <ul style="list-style-type: none"> ● Chief Minister's Certified Agreement 2004-2007, Section M – Appeal Mechanism (note clause 121.4 of Part 2) <p>Internal Review</p> <ul style="list-style-type: none"> ● Chief Minister's Certified Agreement 2004-2007, Section L- Internal Review

EMPLOYMENT

Office of Children, Youth and Family Support	<ul style="list-style-type: none"> Recruitment Officer on 6205 0203 	Appeals <ul style="list-style-type: none"> Office for Children, Youth and Family Support Certified Agreement 2004-2007, Section M – Appeal Mechanism Internal Review <ul style="list-style-type: none"> Office for Children, Youth and Family Support Certified Agreement 2004-2007, Section L, Internal Review
Planning and Land Authority	<ul style="list-style-type: none"> Human Resources Manager on 6207 1914 	Appeals <ul style="list-style-type: none"> ACT Planning and Land Authority Certified Agreement 2004-2007, Section M – Appeal Mechanism Internal Review <ul style="list-style-type: none"> ACT Planning and Land Authority Certified Agreement 2004-2007, Section L – Internal Review

ACT HEALTH

**Corporate Services
Human Resource Management Branch
Human Resource Services
Payroll**

Mikara Utia: 755-60328

From: Administrative Services Officer Grade 3, \$41,119-44,378

ACT Health

To: Administrative Services Officer Grade 4, \$45,831-49,760

Human Resource Services, ACT Health, Canberra (PN. 29597) (No.39, 29 September 2005)

CC: 1021-2328(6942)

The Canberra Hospital

**Surgical Services
Shock Trauma Service**

Steven Patrick Annan: 735-28826

From: Administrative Service Officer Grade 3, \$41,119-44,378

ACT Health

To: Administrative Service Officer Grade 4, \$45,831-49,760

Surgical Services, ACT Health, Canberra (PN. 27914) (No.39, 29 September 2005)

CC: 2601-3607(1614)

The Canberra Hospital

**Medical SMT
Cardiac Catheter Lab**

Michelle Lisa McAlpin: 771-94464

From: Registered Nurse Level 1, \$42,308-57,722

ACT Health

To: Registered Nurse Level 2, \$59,508-63,187

Cardiac Catheter Lab, ACT Health, Canberra (PN. 23170) (No.40, 6 October 2005)

CC: 2601-3607(1742)

**Mental Health ACT
Access & Specialties
Forensic Service**

Cinzia Raffaella Gagliardi: 741-12830

From: Health Professional Level 3, \$60,498-63,834 (Up to \$67,080 on achieving personal up-grade),

ACT Health

To: † Health Professional Level 4, \$69,899-75,367

Access & Specialties, ACT Health, Canberra (PN. 21787) (No. 42, 20 October 2005)

Note: This is a non-appellable promotion.

CC: 1021-3733 (2234)

**Mental Health ACT
Acute & Community Mental Health
Psychiatry Nursing**

EMPLOYMENT**Heike Maria Bingel: 261-27552**

From: Registered Nurse Level 1, \$42,308-\$57,722
ACT Health
To: Registered Nurse Level 2, \$59,508-\$63,187
Psychiatry Nursing, ACT Health, Canberra (PN. 22420) (No.38, 22 September 2005)
CC: 1021-2268 (2254)

Rita Craig: 771-93891

From: Registered Nurse Level 1, \$42,308-\$57,722
ACT Health
To: Registered Nurse Level 2, \$59,508-\$63,187
Psychiatry Nursing, ACT Health, Canberra (PN. 22497) (No.38, 22 September 2005)
CC: 1021-2268 (2254)

Karen Narelle Quinn: 772-00860

From: Registered Nurse Level 1, \$42,308-\$57,722
ACT Health
To: Registered Nurse Level 2, \$59,508-\$63,187
Psychiatry Nursing, ACT Health, Canberra (PN. 22542) (No.38, 22 September 2005)
CC: 1021-2268 (2254)

Corporate Services**Financial and Risk Management****Supply****Supply Distribution****Jaime Darlo Dulguime: 755-61056**

From: Health Service Officer Level 4, \$33,942 – 35,302
ACT Health
To: Stores Supervisor, \$38,065-40,030
Supply, ACT Health, Canberra (PN. 23939) (No.30, 28 July 2005)
CC: 1021-2268 (6954)

Community Health**Child Youth & Women's Health****Management****Bronwyn Mary Roberson: 260-16721**

From: Registered Nurse Level 2, \$59,508-\$63,187
ACT Health
To: Registered Nurse Level 3 Grade 1, \$66,313-\$70,496
ACT Health, Canberra (PN. 28898) (No.45, 10 November 2005)
CC: 2601-3607(4523)

Population Health**Health Protection Service****Microbiology****Deborah Veronica Denehy: 788-14733**

From: Health Professional Grade 1, \$39,626-50,932
ACT Health
To: † Health Professional Grade 2, \$42,362-58,760
Microbiology, ACT Health, Canberra (PN. 23614)
Note: This is a non-appellable promotion to an un-advertised vacancy consistent with clause 151.4 of the ACT Health Clerical, Technical, Professional, Health Service Officer's Certified Agreement 2004-2007
CC: 1021-2285(6667)

DEPARTMENT OF DISABILITY, HOUSING AND COMMUNITY SERVICES**Office for Children, Youth and Family Support****Client Services****Sue Mickleburgh: 779-15655**

From: Health Professional Officer Level 4 \$69,899-\$75,367
Department of Disability, Housing and Community Services
To: Senior Officer Grade B \$82,589-\$92,974
Office for Children, Youth and Family Support, Client Services, Department of Disability, Housing and Community Services, Canberra (PN. P11506) (17 September 2005)
CC: 8405-10735

EMPLOYMENT

Office for Children, Youth and Family Support**Integrated Court Services****Gregg Stagg: 747 - 85904**

From: Legal 1 \$42,362- \$86,859

Department of Justice and Community Safety

To: Legal 2 \$94,368-\$98,247

Office for Children, Youth and Family Support, Integrated Court Services, Department of Disability, Housing and Community Services,

Canberra (PN P02789) (8 September 2005)

CC: 8405-10735

Office for Children, Youth and Family Support**Quamby Youth Detention Centre****Matthew Kennedy: 755 - 70446**

From: SOGB \$82,589-\$92,974

Office for Children, Youth and Family Support, Department of Disability, Housing and Community Services

To: SOGA \$95,918

Office for Children, Youth and Family Support, Quamby Youth Detention Centre, Canberra

(PN. P00449) (20 October 2005)

CC: 8405-10735

CALVARY HEALTH CARE ACT**Medical Services****VYNE (Suicide Awareness and Prevention)****Irmgard Reid: 772-03834**

From: Administrative Service Officer Class 6 \$55,206 - 63,416

Calvary Health Care ACT

To: Senior Officer Grade C \$69,899 - 75,367

VYNE (Suicide Awareness and Prevention) Calvary Health Care ACT, Canberra (PN. 7121) (No. 45, 10 November 2005)

CC: 1301-2606

CHIEF MINISTER'S DEPARTMENT**ARTS, HERITAGE AND ENVIRONMENT****Michelle Gilbert: 786-60009**

From: Graduate Administrative Assistant \$28,514-\$36,637

Department of Urban Services

To: Professional Officer Class 1 \$38,498-\$54,010

Systems Reporting, Arts, Heritage and Environment, Chief Minister's Department, Canberra (PN. P43770)

Note: This promotion is to a non-advertised vacancy. Any suitably qualified ACTPS officer may appeal.

CC: 1295-2560

Janine Goodwin: 754-17038

From: Professional Officer Class 1 \$38,498-\$54,010

Chief Minister's Department

To: Administrative Service Officer Class 6 \$55,206-\$63,416

Environment Protection, Arts, Heritage and Environment, Chief Minister's Department, Canberra (PN.P10617)

Note: This promotion is made to a non-advertised vacancy. Any suitably qualified ACTPS officer may appeal.

CC: 1026-14357

Hilary Rossow: 772-39300

From: Administrative Service Officer Class 4 \$45,831-\$49,760

Chief Minister's Department

To: Administrative Service Officer Class 6 \$55,206-\$63,416

Environment Protection, Arts, Heritage and Environment, Chief Minister's Department, Canberra (PN.P01659)

Note: This promotion is made to a non-advertised vacancy. Any suitably qualified ACTPS officer may appeal.

CC: 1026-14357

DEPARTMENT OF EDUCATION AND TRAINING

In accordance with the Department of Education and Training Staff Certified Agreement 2004-2007, appeals against promotions to this department should be directed to the Convenor of Appeals Panels, Director of Human Resources, PO Box 1584, Tuggeranong ACT 2901 and be received no later than 4:51pm on the 14th day after the date of this gazette.

EMPLOYMENT

TRAINING AND COMMUNICATION

Tertiary Policy and Research

Karen Jennifer Hebditch: 517-96221

From: Administrative Service Officer Class 6 \$55,206-\$63,416

Department of Education and Training

To: † Senior Officer Grade C \$69,899-\$75,367

Tertiary Policy and Research, Department of Education and Training, Canberra (PN. 11376)

(No. 40, 6 October 2005)

CC: 1023-2391

Tertiary Policy and Research

Louise Marion Webb: 779-12331

From: Administrative Service Officer Class 6 \$55,206-\$63,416

Department of Education and Training

To: † Senior Officer Grade C \$69,899-\$75,367

Tertiary Policy and Research, Department of Education and Training, Canberra (PN. 7250) (No. 40, 6 October 2005)

CC: 1023-2391

EDUCATION

Erindale College

Vicki Lynn Vince: 729-17854

From: School Assistant 2 \$30,698-\$34,041

Department of Education and Training

To: Administrative Service Officer Class 4 \$45,831-\$49,760

Erindale College, Department of Education and Training, Canberra (PN. 3953) (No. 43, 27 October 2005)

CC: 1023-2391

CANBERRA INSTITUTE OF TECHNOLOGY

Division of Learning Services

Student Services

Counselling and Equity

Margaret Thompson: 027-42286

From: Classroom Teacher Level 1, \$43,073-\$66,353

Department of Education, Youth and Family Services

To: Teacher Band 1, EDS \$49,534-\$66,647

Counselling and Equity, Student Services, CIT, Canberra (PN. P51787)

Note: This promotion is to a non-advertised vacancy and is made in accordance with Clause 34.4 of the Canberra Institute of Technology Certified Agreement 2000-2003 (Teaching Component). Any suitably qualified officer may appeal against this promotion. Duties of the position are as follows: The appointee will provide to CIT staff comprehensive advice and information on the needs of students with disability, develop relevant staff development activities and arrange for reasonable accommodation for students with disabilities within the Institute. It is expected that the appointee will be a highly motivated person, with a very wide range of communication skills in dealing with people with disability. Duties associated with provision of support services to students with disability include: Identification, negotiation and coordination of student support services; liaison with individuals, organisations and special interest groups to promote access and participation of people with disability; development, implementation and evaluation of equity policies and programs for equity groups including disability, women and non-English speaking backgrounds

CC: 1294-2549

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

In accordance with the Department of Justice and Community Safety Certified Agreement 2004-2007, appeals against the Departments promotions must be lodged within 7 days of Gazettal, to the Appeals Officer, Human Resource Management, Level 9, 12 Moore Street, Canberra.

Registrar General's Office

Marilyn Ross: 771-11753

From: Administrative Service Officer Class 2 \$36,101 – 40,033

Dept Justice and Community Safety

To: Administrative Service Officer Class 4 \$45,831 – 49,760

Registrar General's Office, Canberra (PN. 45223) (No 48, 2 December 2004)

CC: 1022-2365

EMPLOYMENT

ACT EMERGENCY SERVICES AUTHORITY

Financial Management

Financial Services

Alison Eager: 775-27142

From: Senior Officer Grade C \$69,899 - \$75,367

Canberra Institute of Technology

To: † Senior Officer Grade A \$95,918

Financial Services, Financial Management Canberra (PN. P00465) (No 36, 8 September 2005)

CC: 1907-11377

Emergency Management

Emergency Management Operations

Ann Mills: 783-11781

From: Administrative Service Officer Class 2 \$36,101-\$40,033

ACT Government Solicitors

To: Administrative Service Officer Class 4; \$45,831- \$49,760

ACT Emergency Services Authority, Canberra (PN. 7944) (No 45, 10 November 2005)

CC: 1907-11913

DEPARTMENT OF URBAN SERVICES

In accordance with current Urban Services Certified Agreement provisions, appeals against Urban Service promotions must be lodged with the Manager Workplace Relations, Level 3 Annex, Macarthur House, 12 Wattle Street Lyneham by close of business on the 14th day after notification in the Gazette.

Enterprise Services Network

Strategic HR

Susan Windsor: 785-37844

From: Administrative Service Officer Class 4 \$45,831-\$49,8760

Department of Urban Services

To: † Senior Officer Grade C \$69,899-\$75,367

Strategic HR, Enterprise Service Network, Department of Urban Services, Canberra (PN. P1016)

(No 42, 20 October 2005)

Enterprise Services Network

Strategic HR

Lynne Kenney: 757-53218

From: Senior Officer Grade C \$69,899-\$75,367

Department of Urban Services

To: † Senior Officer Grade B \$82,589-\$92,974

Strategic HR, Enterprise Service Network, Department of Urban Services, Canberra (PN. P1016)

(No 42, 20 October 2005)

Municipal Services Network

Parks and Places

Stacey Pegg: 774-69376

From: Administrative Service Officer Class 3 \$45,831-\$49,760

Department of Urban Services

To: Administrative Service Officer Class 4 \$45,831-\$49,760

Parks and Places, Municipal Services Network, Department of Urban Services, Canberra (PN. P10882)

(No 46, 17 November 2005)

Note: This promotion was made by a unanimous decision of an internal Joint Selection Committee in accordance with current certified agreement provisions and is not appealable.

ACT PLANNING AND LAND AUTHORITY

Leasing and Building Services Branch

Leasing Section

Ben Green: 772-38033

From: Administrative Service Officer Class 4 \$45,831 to \$49,760

ACT Planning and Land Authority

To: Administrative Service Officer Class 5 \$51,117 to \$54,202

Leasing Section, Leasing and Building Services Branch, ACT Planning and Land Authority, Canberra (PN. 13006)

Duties: Under direction from the Section Manager or team leader:

1. Undertake and document assessments of development and other applications in consultation with other areas of the Authority and other agencies;

EMPLOYMENT

2. Participate in negotiations/discussions with the public, clients and other agencies;
3. Draft documents, including leases and lease conditions, lease and development conditions, briefings and other correspondence;
4. Research and analyse issues as required and provide general advice to clients, management and the Government;
5. Undertake projects as part of a team;
6. Assist in the training and supervision of staff; and
7. Maintain a high level of customer service.

Note: This position is identical to position AS05 13600, which was advertised in Gazette No 32, 11 August 2005
CC: 2346-4213

LAND DEVELOPMENT AGENCY**Land Development Division****Adrian Arulandandam AGS No. 705-32555**

From: ASO 6 \$55,206-\$63,416

Land Development Agency

To: SOG C \$69,899-\$75,367

Land Development Agency, Canberra (PN. 45188) (No.42, 20 October 2005)

CC: 3401-4649

Urban Development Division**Steven Polsen: AGS No. 545-60249**

From: ASO 6 \$55,206-\$63,416

Land Development Agency

To: SOG C \$69,899-\$75,367

Land Development Agency, Canberra (PN. 43430) (No.43, 27 October 2005)

CC: 3401-4649

Urban Development Division**Hazel Chappell: AGS No. 259-48439**

From: SOG C \$69,899-\$75,367

Land Development Agency

To: SOG B \$82,589-\$92,974

Land Development Agency, Canberra (PN: 55958) (No.44, 3 November 2005)

CC: 3401-4649

DEPARTMENT OF TREASURY**Promotions to non advertised vacancies****C. Yuen, AGS No 782-71548**

From: Graduate Administrative Assistant, \$41,119-\$43,256p.a

ACT Department of Treasury

To: Administrative Service Officer Class 5, \$51,117-\$54,202p.a

Policy Coordination Development, ACT Department of Treasury

(PN: P02179)

Duties: The duties of the position will involve:

- undertaking economic, financial, statistical and policy research;
- carrying out investigations and analysis of government service areas.;
- liaising and negotiating with government agencies, business and community sectors; and
- preparing analytical reports, submissions and correspondence

Note: This promotion is made under Section 83 the Public Service Management ACT 1994, and it's to an non-advertised vacancy.

All suitably qualified officers are eligible to appeal against this promotion.

All appeal applications should be addressed to:

Convenor of the Appeal Panel

PO Box 749

Civic Square ACT 2608

Canberra

CC: 1298-2581

EMPLOYMENT**Retirements and dismissals****CHIEF MINISTER'S DEPARTMENT**

Section 143 Public Sector Management Act: Ian Adrew Faulkner, Technical Officer Level 4, 21 November 2005
CC: 1026-14361

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 2, Canberra Nara Centre, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Health Care ACT. PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION Authority, PO Box 1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911
- 10 Recruitment Officer, Department of Disability, Housing and Community Services, GPO Box 158, Canberra ACT 2601
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 12 Customer Service Supervisor, Department of Education and Training, PO Box 1584, Tuggeranong ACT 2901
- 13 Recruitment Officer, Human Resources Section, Emergency Services Bureau, PO Box 104, Curtin ACT 2605
- 14 InTACT, HR and Corporate Support Unit, GPO Box 158, CANBERRA ACT 2601, or emailed to intact.recruitment@act.gov.au
- 15 Applications Officer, Arts, Heritage and Environment, PO Box 144 Lyneham ACT 2602
- 16 Recruitment Officer, ACT Health, PO Box 11, Woden ACT 2606
- 17 Resource Advisor, Business Services Bureau, ACT Health, PO Box 11, Woden ACT 2606
- 18 The Personnel/ HR Officer, ACT Legislative Assembly Secretariat, GPO Box 1020, Canberra ACT 2601
- 20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611
- 26 HR Manager, Land Development Agency, GPO Box 158, Canberra ACT 2601
- 27 The Recruitment Officer, ACT Planning and Land Authority, GPO Box 1908, Dickson ACT 2602
- 28 Recruitment Officer, Human Resource Management, Department of Justice and Community Safety, GPO Box 158, Canberra ACT 2601
- 29 The Electoral Commissioner, ACT Electoral Commission, PO Box 272, Civic Square ACT 2608
- 30 The Recruitment Officer, ACT WorkCover, PO Box 224, Civic Square ACT 2608
- 31 The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608
- 32 Human Resources Officer, Cultural Facilities Corporation, PO Box 226, Civic Square ACT 2608
- 33 The Manager, Workforce Planning & Development Unit, ACT Housing, Locked Bag 3000, Belconnen ACT 2617
- 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 2602
- 38 The Recruitment Officer, Faculty of Business & Information Technology, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 39 The Recruitment Officer, Faculty of Design, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601

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