



Australian Capital Territory

# Gazette

No. 22, Thursday 7 June, 2007

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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.gazettes.act.gov.au](http://www.gazettes.act.gov.au)

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# GENERAL INFORMATION

## ACT GOVERNMENT GAZETTE

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

- General Information;
- Employment
- Government Notices\*
- 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](http://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](http://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.gazettes.gov.au/gazinfo/notices](http://www.gazettes.gov.au/gazinfo/notices).

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 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.gazettes.act.gov.au](http://www.gazettes.act.gov.au). An electronic subscription service is also available FREE of charge from the site.

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

# EMPLOYMENT

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## ACT Public Service

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### Executive Contracts

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#### Cessations

#### CHIEF MINISTER'S DEPARTMENT

##### **Greg Ellis**

Director, Economic, Planning and Regional Policy (E382)  
18.5.07

#### DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

##### **David Prince**

Chief Officer, ACT Fire Brigade, Emergency Services Agency (E348)  
31.5.07

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## General Information

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**Applicants to employment opportunities notified in all formats of the ACT Government Gazette should be aware that the name, classification, salary scale and agency of successful applicants will be notified in all formats of the ACT Government Gazette.**

#### **Eligibility to apply for advertised vacancies.**

All permanent vacancies advertised in the *Gazette* are open to all Australian citizens or permanent residents<sup>1</sup> 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.

## EMPLOYMENT

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.

<sup>1</sup> The Standards 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 for the purpose of assessing that person's eligibility to be employed by the ACTPS. This means that applicants who hold a SCV will qualify under section 68 of the PSM Act for appointment to the ACT Public Service. Recognition of a SCV holder as a permanent resident only relates to the appointment of persons under the PSM Act, and does not affect a person's residency status in relation to any other federal, state or territory law.

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## Vacancies

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### 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 \$9095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

### **Community Health**

#### **Dental Health Program**

#### **Regional Team North/South**

#### **Dental Assistants**

Dental Assistant 1/2 \$31,237-\$44,189, Canberra (PN. Various)

Closing date: 21 June 2007

Duties: The Dental Health Program is seeking applications from suitably experienced Dental Assistants to fill several temporary and on call casual positions. These positions involve chair side dental assisting, sterilisation of instruments, reception duties and administrative support.

Eligibility/other requirements: Previous experience in a clinical Dental Assisting role and or relevant Dental Assisting certificate. Sound knowledge of Infection Control and instrument reprocessing procedures is desirable.

Note: Successful candidates may be selected from application and referee reports only.

Contact Officer: Karen MacDonald (02) 6205 0975

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

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

### **Community Health**

#### **Continuing Care**

#### **Allied Health**

#### **Podiatry**

#### **Podiatrist**

Health Professional Level 3 \$62,918-\$66,387(Up to \$69,763 on achieving a personal upgrade), Canberra (PN. 20897)

Closing date: 14 June 2007

Duties: The successful applicant will work within a Podiatry team to provide podiatry assessment and treatment services in the community and hospital setting. Scope of practice will include screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion.

Eligibility/other requirements: Degree or Diploma in Podiatry, Eligibility for registration as a Podiatrist with Podiatrists Board of ACT and eligible for licence to sell local anaesthetic. A current drivers licence is desirable.

Contact Officer: Kerryn Maher (02) 6205 1496

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

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

## EMPLOYMENT

### **Mental Health ACT Access & Specialties Forensic Services**

#### **Director of Access & Specialties**

Senior Officer Grade A \$99,755, Canberra (PN. 21281)

Closing date: 14 June 2007

Duties: The Program Director will provide leadership and ensure the effective management of the Access and Specialty mental health program to a high standard consistent with the ACT Health – Mental Health Strategy and Action Plan 2003 –2008. The applicant will require considerable experience in mental health service provision at the senior management level, a demonstrated ability to communicate effectively, meet standards, manage resources, develop and maintain quality systems and apply contemporary principles and practices in providing populations based mental health care.

Eligibility/other requirements: Holds or is working toward tertiary qualifications in management or related discipline highly desirable.

Contact Officer: Kevin Kidd (02) 6205 513

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

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

### **Mental Health ACT**

#### **Child and Adolescent Mental Health Service**

##### **The Cottage**

##### **Cottage Clinician**

Health Professional Level 3 \$62,918 - \$61,110 (Up to \$69,763 on achieving a personal upgrade), Canberra (PN. 29234)

Closing date: 14 June 2007

Duties: The Cottage is a day program for young people aged 12 - 17 years who are experiencing moderate to severe mental health issues that have a negative impact on the young person's ability to function within mainstream educational settings.

The successful applicant will demonstrate a high level capacity to work with young people, their families/carers, CAMHS clinical managers and other agencies; experience in developing, facilitating and reviewing therapeutic group programs, an ability to promote quality improvements in the work place and capacity to provide supervision for other staff.

Contact Officer: Beth Gibson Ph: (02) 6205 1128

Selection documentation may be downloaded from [www.health.act.gov.au/employment](http://www.health.act.gov.au/employment)

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City, ACT 2601

### **Capital Region Cancer Service**

#### **Hospital Based Services**

##### **Medical Oncology**

##### **Oncology Nurse**

Registered Nurse Level 1 \$ 44,000 - \$59,454, Canberra (PN. Several)

Closing date: 14 June 2007

Duties: We are seeking applications from Registered Nurses wishing to pursue a career in Oncology Nursing. Opportunities exist for nurses interested in delivering a high standard of care to patients with haematological and medical oncological diagnoses.

Ward 14B is an acute 23 bed ward, catering for patients requiring acute intervention for their disease – such as surgery, chemotherapy and radiation therapy. As well as supporting neutropenic and acutely ill patients in the Acute Care Area.

Experience is not essential, as the CDN and the Nurse Educator will provide training and education. In addition, new staff are allocated a preceptor.

Note: Successful applicants will be expected to work a rotating roster, full and part time positions are available.

Contact Officer: Kylie Downes (02) 6244 2881

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

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

### **Office of the Deputy Chief Executive**

#### **Office of Director Operations and Finance**

##### **Decision Support**

##### **Processing Support Officer**

Administrative Service Officer Class 5 \$53,162-\$56,370, Canberra (PN. 11190)

Closing date: 14 June 2007

Duties: This position is assigned to the client support and processing area of the Operational Support Services unit. The team provides a range of services such as business management, budget preparation, reporting, analysis and

## EMPLOYMENT

financial/administrative support to different areas across ACT Health. Staff working within these teams will be responsive to the needs of clients, flexible in meeting changing priorities and adaptable in working with a variety of assigned areas. This position provides support to Client Managers in addition to supporting project teams as required.

Eligibility/other requirements: Possession of or progress towards qualifications in management or accounting would be an advantage.

Contact Officer: Serge Papin (02) 6244 3797

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

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

### **Population Health Division Office of the Chief Health Officer Executive Assistant**

Administrative Service Officer Class 4 \$47,664 - \$51,751, Canberra (PN. 23672)

Closing date: 17 June 2007

Duties: An exciting opportunity exists, within a dynamic and busy office, as the Executive Assistant to the Chief Health Officer. You will need to have experience in providing administrative support at an executive level (including managing diary, travel and correspondence). In addition the position has a significant co-ordinating role in the management and tracking of a range of executive and ministerial documentation across the division.

Note: Position readvertised and previous applicants need not apply.

Contact Officer: Daniel Coase (02) 6205 1011

Selection documentation may be downloaded from [www.health.act.gov.au/employment](http://www.health.act.gov.au/employment)

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City, ACT 2601

### **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.**

#### **Surgical Services**

##### **Intensive Care Unit**

Specialist/Senior Specialist (Intensivist), \$118,815-160,523, Canberra (PN. 11389)

Closing date: 22 June 2007

Duties: Applications are invited for the above position from those with FJFICM or equivalent and eligible for registration within the ACT to facilitate the expansion of the critical care service at The Canberra Hospital. The successful applicant will join the current closely working team of five intensive care specialists with a view for further expansion in the near future. Applicants will be expected to have a commitment to teaching and research. The preferred candidate may be offered a conjoint appointment with the Faculty of Medicine of the Australian National University at a level based on the applicant's qualification and experience.

The tertiary Intensive Care Unit has 22 bed spaces fully equipped with state of the art equipment and admits 1400 patients per year. Throughput includes postoperative cardiac and neuro-surgery with an increasing workload in trauma since the establishment of the Aero-Medical Retrieval Service. The Intensive Care Unit is C 24 accredited for training in intensive care and currently has 3 intensive care vocational trainees providing after hours cover. There are also 5 rotational trainees from other specialties. The unit has a strong commitment to teaching at undergraduate and postgraduate level (with daily tutorials) and research (performing unit based, ANZICS clinical trial group and company sponsored studies) with opportunities for joint research at The John Curtin School of Medical Research. Annual Salary: A total remuneration package ranging between \$195,954 and \$260,001 comprising base salary between \$118,815 and \$160,523 plus allowances including Private Practice arrangement, On-call & Re-call allowance, Medical Education Expenses allowance, Annual Leave Loading and Employer funded superannuation component. In addition a generous relocation allowance is available for reasonable relocation expenses to assist with relocation to the Canberra region.

Eligibility/other requirements: Registered or eligible for registration as a specialist medical practitioner in the Australian Capital Territory. Possession of a higher medical qualification as provided for in the ACT Health Medical Staff Certified Agreement 2005-2008. Fellowship of Joint Faculty of Intensive Care Medicine or equivalent.

Selection documentation may be obtained from [www.health.act.gov.au/employment](http://www.health.act.gov.au/employment)

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Contact Officer: Enquiries about the clinical role may be directed to Dr Anne Leditschke, Acting Director Intensive Care on 02 6244 3305 or by email [anne.leditschke@act.gov.au](mailto:anne.leditschke@act.gov.au)  
For academic enquiries, please contact Professor Paul Gatenby, Dean, ANU Medical School on 02 6125 2622 or by email [paul.gatenby@anu.edu.au](mailto:paul.gatenby@anu.edu.au)  
Apply: Online at <http://www.health.act.gov.au/employment>  
CC: 2601-3707(1963)

### Hospital Administration

#### Executive Unit

##### Medical Officers Roster Administrator

Administrative Services Officer Class 6 \$57,414-\$65,953, Canberra (PN. 11126)

Closing date: 21 June 2007

Duties: The Canberra Hospital is developing a new centralised roster coordination and management office for Junior Doctors. It is intended that this office will provide a centralised reference point for all of the decentralised staff that remain involved with the rostering process and for all of those doctors who may experience rostering and payroll difficulties.

It is expected that this office will develop and implement 'best practice' rostering and timesheet processing procedures and thereby make an important contribution to the ongoing effectiveness and efficiency of the hospital's clinical services.

Note: This position was previously advertised for temporary filling. Previous applicants will need to reapply

Contact Officer: Dr Rod Lambert (02) 6244 3506

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

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

### Hospital Administration

#### Clinical Support

##### Medical Records

##### CRIS Officer

Administrative Service Officer Class 2 \$37,545- \$41,634, Canberra (PN. 21094)

Closing date: 14 June 2007

Duties: The Medical Record Department is seeking the services of an enthusiastic person for our CRIS (Clinical Record Information System) Team. The CRIS Team comprises three shifts, two-day shifts and one night shift. This vacancy is with our evening shift (15:00 - 22:51) Mon - Fri. The CRIS teams process clinical records and documentation into the Clinical Record Information System. This makes the documents available electronically to registered users for ongoing patient care. Due to the nature of the work it is essential that the successful applicant has a very good eye for detail and is able to work quickly and efficiently to meet very tight deadlines.

Note: This is a permanent full time position for 36:45 hours per week working from 3 pm to 10.51 pm Mon to Fri.

Applicants should consider carefully the requirements of the position. Please ensure you submit a completed application form, statement addressing the selection criteria, your CV and two written referee reports. Applicants will not be selected for interview if all documents have not been submitted.

Contact Officer: Frank Byrne (02) 6244 3331

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

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

### Business & Infrastructure Support

#### Communications

##### Senior Manager Communications & Environment

Senior Officer Grade B \$85,893 - \$96,693, Canberra (PN. 11369)

Closing date: 14 June 2007

Duties: An opportunity exists for a highly motivated individual to play a pivotal role in unifying and streamlining Communications and Environmental services within ACT Health. You will work with a broad range of internal and external stakeholders to achieve measurable improvements in current systems and services. Your ability to blend strong management skills, technical expertise and sound reasoning will work well in this pivotal role.

Eligibility/Other Requirements: Recognised tertiary qualifications in communications, technology studies, contract management, services management, logistics and/or general management with relevant experience in a large and complex corporate environment, preferably Health, are desirable.

Note: This is a new position within ACT Health.

Contact Officer: Greg Wicks (02) 6244 2644

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

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

## EMPLOYMENT

### Business and Infrastructure Support

#### Support Services

##### Hospital Assistant

Health Service Officer Level 2/3, (Broad banded), \$31,852 - \$35,300, Canberra (PN 24311 & 11055)

Closing Date: 21 June 2007

Duties: The Ward Services subsection within The Canberra Hospital is looking for energetic and committed team players with strong interpersonal and communication skills to fill two permanent part time and several full time/part time temporary relief Hospital Assistant positions. Duties include, but are not limited to the handling of clean and soiled linen, the cleaning of sinks, beds, trolleys, patient furniture and shower chairs in accordance with ACT Health's Infection control guidelines.

Eligibility/other requirements: The ability to work a Part Time or Full Time on a 24hr roster.

Note: There are two Permanent Part time vacancies and several Full Time/Part Time temporary relief position available.

Note: In accordance with the current Certified Agreement, these are broad banded positions. Successful applicants of these positions will be initially appointed at the base level of Health Services officer level 2, until the successful completion of the Ward Services competencies based training program, at which point the successful applicant will be promoted to a Health Services Officer Level 3.

Note: Please submit two written referee reports with your application. A Joint Selection Committee (JSC) will assess applications in accordance with the correct Certified Agreement provision. Recruitment of this position may be conducted through short listing and selection may be based on application and referees report only without the need for interview. This selection process may be used to fill similar Health Service Officer Level 2/3 permanent and temporary vacancies in the near future.

Contact officer: Tom Piper (02) 62442301

Selection documentation may be downloaded from [www.health.act.gov.au/employment](http://www.health.act.gov.au/employment)

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City, ACT 2601

### Business & Infrastructure Support

#### Support Services

##### Wardpersons

Health Service Officer Level 4, \$35,300 - \$36,715, Canberra (PN. 29591 & 11056).

Closing Date: 21 June 2007

Duties: The Ward Services subsection within The Canberra Hospital is looking for energetic and committed team players with strong interpersonal and communication skills to fill two permanent part time and one temporary part time Theatre Wardpersons positions. Duties include, but are not limited to assist nursing and medical staff with the positioning, lifting, holding and direct care of patients, Transporting patients within the Operating Room Suite and assisting nursing and medical staff with transporting of various medical equipment throughout the unit.

Eligibility/other requirements: The ability to work a Part Time, 24hr roster, including weekends and public holidays.

Note: There are two permanent part time and one temporary part time position available.

Please submit two written referee reports with your application. A Joint Selection Committee (JSC) will assess applications in accordance with the correct Certified Agreement provision. Recruitment of this position may be conducted through short listing and selection may be based on application and referees report only without the need for interview. This selection process may be used to fill similar Health Service Officer Level 4 permanent and temporary vacancies in the near future.

Contact officer: Michael Warylo, (02) 62442980

Selection documentation may be downloaded from [www.health.act.gov.au/employment](http://www.health.act.gov.au/employment)

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City, ACT 2601

### TERRITORY AND MUNICIPAL SERVICES

#### Community and Infrastructure Services

##### Community and Infrastructure Executive

##### Executive Officer

Administrative Service Officer Class 6 \$57,414 - \$65,953, Canberra (PN. 04536)

Closing date: 14 June 2007

Duties: We are seeking a highly motivated individual to provide high level confidential administrative and co-ordination support to the Executive Director and the Network.

To be successful in this role you will possess:

- Highly developed communication skills including proven, liaison and negotiation skills;
- The demonstrated ability to organise, prioritise and display initiative;
- A knowledge of the functions carried out by the Community and Infrastructure Services Network;
- A demonstrated knowledge of, and high level experience in, the administrative of requests for information made under the *Freedom of Information Act (1989)*; and

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Note: A Joint Selection Committee (JSC) established in accordance with the certified agreement provisions will assess all applications for this position. Selection may be based upon application and referee reports only. Please provide contact details of two referees.

Contact Officer: Tracey Henry (02) 6207 7624

Selection documentation may be downloaded from <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

### **Office of the Chief Executive**

#### **Executive Coordinator**

Senior Office Grade C \$72,695-\$78,381, Canberra (PN. 10047)

Closing date: 21 June 2007

Duties: Under minimal direction, the successful applicant will provide strategic executive coordination and support to the Chief Executive and Executive Directors within the Office of the Chief Executive (OCE). They will be required to manage the Executive Contracts for the Department including management of recruitment processes for Executives. They will also be responsible for supervising a small administration team. The successful candidate will demonstrate a high level of written and oral communication skills including high level liaison and interpersonal skills; demonstrated ability to plan, prioritise, coordinate and manage workflows and have demonstrated leadership skills and an ability to work in a team environment. It is also highly desirable that the successful candidate have knowledge of financial and human resource management practices.

Note: Applications should address the selection criteria and should include a resume, as well as provide the names and contact details of two referees.

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

Contact Officer: Tracy Hicks (02) 6207 2645

Selection documentation may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

### **Office of the Chief Executive**

#### **Strategic Finance**

#### **Executive Assistant**

Administrative Service Officer Class 4 \$47,664-\$51,751, Canberra (PN. 11428)

Closing date: 21 June 2007

Duties: Strategic Finance requires a motivated and common sense person to support the Director and Managers by undertaking a range of administrative support activities. The majority of the role is providing support in the form of routine administrative tasks and project work. It also involves some executive assistant functions such as diary management and correspondence tracking.

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

Contact Officer: Diana Jackson (02) 6207 2211

Selection documentation may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

### **ACTION**

#### **Special Needs Transport**

#### **Belconnen/ Tuggeranong**

#### **SNT Bus Driver**

General Service Officer Level 5 \$36,959-\$38,994, Canberra (PN. Various)

Closing date: 21 June 2007

Duties: Special Needs Transport (SNT) is a branch within ACTION Buses responsible for providing school transport for special needs children from their home to school and return and also transport for frail aged passengers from their home to day care centres and return. The bus crew consists of a driver and a bus attendant. The successful applicant will possess transport experience, high level customer service skills, and effective communication and passenger liaison skills.

Eligibility/other requirements: Minimum drivers licence requirement is Light Rigid (LR) with a condition "O" endorsement or have the ability to obtain this endorsement. Equivalent interstate qualifications are acceptable.

Note: These positions are permanent part time of approx. 25 hrs per week. The successful applicant will be required to undergo pre-employment medical assessment and police character checks.

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

Contact Officer: Tom Taylor (02) 6207 5252

Selection documentation may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

# EMPLOYMENT

## TEMPORARY VACANCY

**Community and Infrastructure Services  
Property Group  
Surplus Schools and Preschools Evaluation  
Manager**

Senior Officer Grade B \$85,893-\$96,693 Canberra (PN. 10933)

Closing date: 21 June 2007

Duties: Property Group within the Department of Territory and Municipal Services manages the ACT Government's office accommodation arrangements as well as an extensive portfolio of community tenancies. The Group is also responsible for the co-ordination and implementation of the Surplus Schools and Preschools Evaluation Project under the Government's *Towards 2020* policy reforms announced in December 2006.

The Surplus Schools and Preschools Evaluation Project team is tasked with undertaking the Whole of Government evaluation process for the future uses of 23 primary and preschool sites. The next stage of the project involves the engagement of an external consultant to undertake a two-stage Community Consultation Process.

As Manager of the Surplus Schools and Preschools Evaluation Unit, the successful applicant will be responsible for managing and leading a small team to undertake the evaluation project and consultation program, and report back to Government with the results as required. This includes developing a strategic and whole-of-government approach to the assessment and evaluation of potentially surplus properties, developing high level policies associated with surplus property management, liaising and informing Government agencies, community groups and other interested stakeholders of the progress of the Evaluation project.

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

Eligibility/other requirements: High level interpersonal, staff and project management skills and experience in policy development and implementation is vital.

Note: This is a temporary vacancy available immediately to 30 June 2008.

Contact Officer: Stephen Ryan (02) 6205 2250

Selection documentation may be downloaded from [www.jobs.act.gov.au](http://www.jobs.act.gov.au)

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

**Community and Infrastructure Services  
Property Group  
Surplus Schools and Preschools Evaluation  
Senior Project Officer**

Senior Officer Grade C \$72,695-\$78,381, Canberra (PN. 09936)

Closing date: 21 June 2007

Duties: Property Group within the Department of Territory and Municipal Services manages the ACT Government's office accommodation arrangements as well as an extensive portfolio of community tenancies. The Group is also responsible for the co-ordination and implementation of the Surplus Schools and Preschools Evaluation Project under the Government's *Towards 2020* policy reforms announced in December 2006.

The Surplus Schools and Preschools Evaluation Project team is tasked with undertaking the Whole of Government evaluation process for the future uses of 23 primary and preschool sites. The next stage of the project involves the engagement of an external consultant to undertake a two-stage Community Consultation Process.

As a Senior Policy Officer the successful applicant will have the unique opportunity to work as part of a small team to implement Whole of Government property policies as they relate to the Surplus Schools and preschools and to oversee the community consultation program. The successful applicant will also assist in reporting back to Government the findings of the consultation.

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

Eligibility/other requirements: Applicant experience in Project and Contract management and high level policy implementation will be highly regarded.

Note: This is a temporary vacancy available immediately to 30 June 2008.

Contact Officer: Stephen Ryan (02) 6205 2250

Selection documentation may be downloaded from [www.jobs.act.gov.au](http://www.jobs.act.gov.au)

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

**Community and Infrastructure Services  
Property Group  
Surplus Schools and Preschools Evaluation Unit  
Project Officer**

Administrative Service Officer Class 5 \$53,162-\$56,370, Canberra (PN. 11284)

Closing date: 21 June 2007

## EMPLOYMENT

Duties: Property Group within the Department of Territory and Municipal Services manages the ACT Government's office accommodation arrangements as well as an extensive portfolio of community tenancies. The Group is also responsible for the co-ordination and implementation of the Surplus Schools and Preschools Evaluation Project under the Government's *Towards 2020* policy reforms announced in December 2006.

The Surplus Schools and Preschools Evaluation Project team is tasked with undertaking the Whole of Government evaluation process for the future uses of 23 primary and preschool sites. The next stage of the project involves the engagement of an external consultant to undertake a two-stage Community Consultation Process.

As a Policy Officer the successful applicant will have the unique opportunity to work as part of a small team to implement Whole of Government property policies as they relate to the surplus schools and preschools and be involved in the community consultation program. The successful applicant will also assist in negotiating with various community and external stakeholders.

Eligibility/other requirements: Applicant experience in stakeholder management and policy implementation, and knowledge of project management will be highly regarded.

Note: This position is a temporary vacancy available immediately to 30 June 2008.

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

Contact Officer: Emma Brockway (02) 6213 0741

Selection documentation may be downloaded from [www.jobs.act.gov.au](http://www.jobs.act.gov.au)

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

### **DEPARTMENT OF TREASURY**

#### **SHARED SERVICES CENTRE – Shared Future – Join the Team**

The Shared Services Centre is a customer-focused organisation comprised of talented and motivated people who deliver services for ACT Government Agencies. These services include Human Resources (HR), Finance, Information and Communication Technology, Procurement, Publishing and Records Management.

We will offer our people interesting and varied work, access to tailored training programs and opportunities to extend their careers. We will work with our people to create an organisation that facilitates team work, openness, respect and continuous improvement.

#### **Shared Services**

##### **Financial Services**

##### **Senior Accounts Officer**

Administrative Service Officer Class 4 \$47,664-\$51,751, Canberra (PN. 07364)

Closing date: 21 June 2007

Duties: Provide accounts processing functions for and on behalf of ACT Government Agencies. Primary responsibilities include supervising a small accounts processing team, perform salaries report distribution and transfer journals, entering and approving accounts payable, receivable, suppliers and purchase orders. Deliver training and perform debt recovery processes.

Contact Officer: Sue Davies (02) 6205 0754

Selection documentation may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

### **CHIEF MINISTER'S DEPARTMENT**

#### **Policy Division**

##### **Strategic Priorities**

##### **Senior Manager**

Senior Officer Grade A \$99,755, Canberra (PN. 11130)

Closing date: 21 June 2007

Duties: As Senior Manager, provide high quality policy advice and analysis on complex strategic policy issues; work closely with other ACT Government agencies on matters of strategic significance and provide advice on intergovernmental policy matters; manage, develop and supervise the implementation of a broad range of policies and project work; prepare and coordinate complex briefings and correspondence on Cabinet and ministerial business.

Eligibility/other requirements: Relevant tertiary qualification is desirable.

Contact Officer: Marilyn Deas (02) 6207 0942

Selection documentation may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

# EMPLOYMENT

## **Business and Projects**

### **Strategic Priorities**

#### **Manager, Affordable Housing**

Senior Officer Grade B \$85,893-\$96,693, Canberra (PN. 11200)

Closing date: 21 June 2007

Duties: As a Policy Manager, provide high quality policy advice and analysis on complex strategic policy issues; work closely with other ACT Government agencies on matters of strategic significance and provide advice on intergovernmental policy matters; manage, develop and supervise the implementation of a broad range of policies and project work; prepare and coordinate complex briefings and correspondence on Cabinet and ministerial business.

Eligibility/other requirements: Relevant tertiary qualifications is highly desirable.

Contact Officer: Marilyn Deas (02) 6207 0942

Selection documentation may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

## **Arts, Communications, Events and Protocol**

### **Communications**

#### **Senior Communications Officer**

Senior Officer Grade C \$72,695-\$78,381, Canberra (PN. 55448)

Closing date: 21 June 2007

Duties: Your responsibilities will include providing advice and assistance on departmental media matters and communications issues, developing and implementing media and communications strategies and preparing and reviewing media releases and speeches.

You will also play a leadership role in managing the ongoing sister-city relationship between Canberra and Nara and undertake other communications and public relations projects as directed.

Contact Officer: Katherine Maloney (02) 6207 6457

Selection documentation may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

## **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 Division**

### **Direct Sales**

#### **Project Manager**

Senior Officer Grade C \$72,695-\$78,381, Canberra (PN. 11315)

Closing date: 21 June 2007

Duties: Do you like a challenge? Do you want to be part of a multiskilled team coordinating the direct sale of land to commercial and community organisations? Then come and join us at the LDA in making Canberra the place to be.

Eligibility/other requirements: Experience in the ACT leasehold system, social planning or project management is desirable.

Contact Officer: Kath Pooley (02) 6205 4056

Selection documentation may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

## **Corporate Finance**

### **Corporate**

#### **Human Resources**

##### **Senior Advisor Strategic Human Resources**

Senior Officer Grade C \$72,695-\$78,381, Canberra (PN. 08183)

Closing date: 21 June 2007

Duties: The Land Development Agency is seeking an experienced strategic human resource advisor. Key responsibilities include management of strategic human resource initiatives, including Workforce Planning, Organisational Development, Change Management, Performance Management, Learning and Development and Capability profiling. Additionally the occupant should be familiar with maturity model tools to evaluate strategic human resource practices within the Agency.

Contact Officer: Susan Hume (02) 6207 9946

Selection documentation may be downloaded from <http://www.jobs.act.gov.au/>

## EMPLOYMENT

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

### **DEPARTMENT OF EDUCATION AND TRAINING**

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

All School Leader A, B and C promotions and transfers are for a maximum of six years, except for central office-based positions which require a teaching qualification, where the tenure is three years.

#### **Education**

##### **Stromlo High School**

##### **School Secretary**

School Assistant 2 \$31,926-\$35,403, Canberra (PN. 00785)

Closing date: 21 June 2007

Duties: Perform front office duties, including receipting and preparation of Family Transaction statements. Ability to provide excellent customer service.

Contact Officer: Jackie Hall (02) 6205 6166

Selection documentation may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

#### **Education**

##### **Aranda Primary School**

Building Services Officer \$33,173-\$36,382, Canberra (PN. 01522) Expected Vacancy

Closing date: 21 June 2007

Duties: In accordance with Departmental policies, assume responsibility for security of school buildings, furniture, fittings and equipment during duty hours; maintain the school buildings and grounds, with particular regard for safety and security hazards; monitor the school buildings and grounds and report items that require repairs and maintenance.

Contact Officer: Irene Lind (02) 6205 5977

Selection documentation may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

#### **Education**

##### **Copland College**

Information Technology Officer Class 1 \$46,153-\$52,771, Canberra (PN. 11373)

Closing date: 21 June 2007

Duties: Be responsible for the development, implementation and operation of the PC systems on LANS and WANS in a client focused environment including the building, maintenance and repair of hardware associated with the Copland College student and ACTEDU networks.

Eligibility/other requirements: Completion, or completion by the end of the year in which the applications are invited, of an associate diploma or higher qualifications in computing/information science; or significant relevant work experience (generally two or more years).

Contact Officer: Pam Edwards (02) 6205 7622

Selection documentation may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

### **CANBERRA INSTITUTE OF TECHNOLOGY**

#### **Education Delivery**

##### **Faculty of Business and Information Technology**

##### **Business Development**

Teacher Band 1 \$51,515-\$69,313, Canberra (PN. 51516)

Closing date: 21 June 2007

Duties: Teach as required by the Head of Department up to the number of hours prescribed in the relevant industrial award. Set and mark examinations and other assessment instruments. Develop individually and as a member of a team curricula, including educational resource materials for programs of study.

Eligibility/other requirements: Appropriate tertiary qualifications or equivalent in Management, Marketing, Small Business, Human resources, Business Development and E-Business or other relevant discipline as appropriate to teaching Advance Diploma level. Five years or more of industrial/vocational/professional experience OR possess such other qualifications and/or experience acceptable for the position. Possess or eligible to obtain a degree or diploma in Adult Education.

## EMPLOYMENT

Note: There is a qualification barrier at the sixth incremental point of the Teacher Band 1 salary scale. A Diploma of Adult Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6<sup>th</sup> salary point.

This position is being offered as a Temporary Contract for 2 years.

Contact Officer: Graham Jensen (02) 6207 3442

Selection documentation may be downloaded from <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

### **Corporate Services Division**

#### **Finance Unit**

##### **User Choice Contract Manager**

Administrative Service Officer Class 6 \$57,414-\$65,953, Canberra (PN. 07113)

Closing date: 21 June 2007

Duties: Under general direction assist with the management of the Section including, liaison and negotiation with CIT staff and external stakeholders in relation to contract management and resolution of discrepancies and anomalies, provision of advice on issues relating to interpretation and adherence to relevant guidelines and procedures, development and implementation of policies and procedures.

Contact Officer: Shane Kay (02) 6207 3397

Selection documentation may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

### **TEMPORARY VACANCIES**

#### **Learning Services**

##### **Library and Learning Centre**

###### **Bruce/Reid Library**

Administrative Service Officer Class 3 \$42,763-\$46,153, Canberra (PN. 07501)

Closing date: 21 June 2007

Duties: The successful applicant will need to have excellent customer service skills, experience in the provision of information services and the ability to use new technologies. Ability to work shift is required and progress towards completion of a relevant Diploma or Certificate or equivalent is highly desirable.

Note: Temporary vacancy available immediately until 31 December 2007.

Contact Officer: An Vu (02) 6207 4294

Selection documentation may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

#### **Learning Services**

##### **Library and Learning Centre**

###### **Bruce/Reid Library**

Administrative Service Officer Class 3 \$42,763-\$46,153, Canberra (PN. 54254)

Closing date: 21 June 2007

Duties: The successful applicant will need to have excellent customer service skills, experience in the provision of information services and the ability to use new technologies. Ability to work shift is required and progress towards completion of a relevant Diploma or Certificate or equivalent is highly desirable.

Note: Temporary vacancy available immediately to 31 December 2007

Contact Officer: An Vu (02) 6207 4294

Selection documentation may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

### **DEPARTMENT OF DISABILITY, HOUSING AND COMMUNITY SERVICES**

#### **Policy and Organisational Services**

##### **Governance, Strategy and Community Policy**

###### **Organisational Governance**

###### **Legal Accountability Officer**

Senior Officer Grade C \$72,695-\$78,381, Canberra (PN. 10311)

Closing date: 21 June 2007

Duties: Preparing high-level documentation for the Department in relation to Subpoenas, Summons and manage legal documentation applicable when seeking ACT Government Solicitor Advice on a range of matters; develop, monitor and primary caretaker of the Legal Opinion Repository Database on behalf of the Department; manage and coordinate Personal Injury Claims across the Department.

Contact Officer: Tracy Chester (02) 6205 0469

## EMPLOYMENT

Selection documentation may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

**Office for Children, Youth and Family Support  
Aboriginal and Torres Strait Islander Services  
Project Officer**

Administrative Service Officer Class 5 \$53,162-\$56,370, Canberra (PN. 10385)

Closing date: 21 June 2007

Duties: The successful applicant will be responsible for supporting care family placements and proving effective administration within the Aboriginal Strait Islander Kinship and Foster Care Service. The occupant will require sound communications skills and ability to undertake policy and project work involving research, analysis, implementation and evaluation, in consultation with the ACT Aboriginal and Torres Strait Islander community and across government.

Eligibility/other requirements: Extensive knowledge of issues surrounding Aboriginal and Torres Strait Islander people and experience in the delivery of culturally appropriate Government programs to Aboriginal and Torres Strait Islander people highly desirable. Current driver's licence.

Note: Aboriginal Torres Strait Islander people are encouraged to apply.

Contact Officer: Mark Baldwin (02) 6205 5635

Selection documentation may be downloaded from <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

**Children, Youth and Family Support  
Strategic Partnerships  
Partnerships  
Finance / Admin Officer**

Administrative Service Officer Class 4 \$47,664-\$51,751, Canberra (PN. 11437)

Closing date: 21 June 2007

Duties: The successful applicant will be required to undertake a range of administrative, financial and payment and statistical tasks, associated with Out of Home Care programs with great attention to detail. The applicant will be required to work independently within a team environment.

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

Contact Officer: Adele Gillespie (02) 6207 1058

Selection documentation may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

**Housing and Community Services  
Housing ACT  
Tenancy Operations  
Housing Manager**

Administrative Service Officer Class 5 \$53,162-\$56,370, Canberra (PN. Various) Expected Vacancies

Closing date: 25 June 2007

Duties: These positions are part of the regional tenancy teams and are responsible for tenancy management across a portfolio of properties. The role involves: Managing a range of tenancy related matters within a portfolio of properties; Working individually and as part of a team to meet organisational, individual and team goals; Working in partnership with clients and the community; Interpreting and applying legislation, policies and business rules.

Note: Applicants will be expected to demonstrate an understanding and commitment to ethical practices, the principles of Workplace Diversity and Occupational Health and Safety. Aboriginal people, Torres Strait Islanders, people from non English backgrounds, people with disabilities and mature aged workers are encouraged to apply.

Note: A Joint Section Panel (JSC) may be formed for this recruitment action.

Contact Officer: Ian Bottcher (02) 6207 1208

Selection documentation may be downloaded from <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

**Disability ACT  
Individual Support Service  
Operational Support  
Scheduling Roster Liaison Officer**

Administrative Service Officer Class 4 \$47,664-\$51,751, Canberra (PN. 11270)

Closing date: 21 June 2007

Duties: Individual Support Services, Disability ACT, is seeking applications for staff to administer the rostering services across Disability ACT, including co-ordination of the relief disability staff, and supervising a small team. Experience in various computer applications highly desirable.

## EMPLOYMENT

Note: A Joint Selection Panel (JSC) may be formed for this recruitment action. Selection may be made on application and referee reports only.

Contact Officer: Debbie Stratford (02) 6205 5209

Selection documentation may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

### **Disability ACT**

#### **Individual Support Service**

#### **Operational Support**

#### **Scheduling Roster Liaison Officer**

Administrative Service Officer 3 \$42,763-\$46,153, Canberra (PN. 11266, 11267) Part Time

Closing date: 21 June 2007

Duties: Individual Support Services, Disability ACT, is seeking applications for staff to assist in rostering and co-ordination of staff to work in group homes. The successful applicants need to have well developed organisational skills, and an ability to work under pressure. Experience in various computer applications highly desirable.

Note: These are part time positions of 30 hrs per week working a variety of shifts between the hours of 8am and 8pm. A Joint Selection Panel (JSC) may be formed for this recruitment action. Selection may be made on application and referee reports only.

Contact Officer: Debbie Stratford (02) 6205 5209

### **TEMPORARY VACANCY**

#### **Office for Children, Youth and Family Support**

#### **Early Intervention**

#### **Children's Services**

#### **Children's Services Adviser**

Professional Officer Class 2 or Administrative Service Officer Class 6 \$57,414-\$65,953, Canberra (PN. 23537)

Closing date: 21 June 2007

Duties: In accordance with Departmental policies, investigate and make recommendations on applications for approvals in principle and licences under the Children and Young People Act 1999; assess and undertake planned and random inspections of licensed children's services to ensure compliance, investigate alleged breaches of the Act; provide professional advice and assistance on all aspects of children's services.

Eligibility/other requirements: Tertiary qualifications in education and/or child development highly desirable, plus three years experience in children's services.

Note: This is a temporary vacancy and is available immediately for 6-9 months with a possibility of extension.

Contact Officer: Marie Luise Persson (02) 6207 1102

Selection documentation may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to: Shared Services Centre, Recruitment Services, GPO Box 158 Canberra City ACT 2601

### **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.

#### **Strategic Planning and Support**

#### **Business Services**

Administrative Service Officer Class 2 \$37,545-\$41,634, Canberra (PN. 42735)

Closing date: 21 June 2007

Duties: Undertake a range of administrative tasks that contribute to file management and mailroom services in accordance with established routines and procedures including: Sort incoming mail and prepare outgoing mail in preparation for dispatch. Pick up and deliver mail to agencies within the Department across various work locations and sites on established routes as required. Meet expected deadlines and timetables for the collection and return of mail. Support the delivery of support services including mail delivery; travel and cabcharge processes, stationery ordering, data processing and maintain the storeroom.

Provide general administrative support to the unit including photocopying, filing, retrieving files and record keeping. Prepare routine correspondence. Maintain records in accordance with the Territory Records Act 2002. Assist senior staff members in the operations of the Unit.

Eligibility/other requirements: Possession of a current driver's licence (manual) would be an advantage. Ability to bend and stretch repeatedly and lift up to 16 kg. A level of fitness suited to working in a manual-handling environment.

Contact Officer: Larissa Duggan on (02) 6205 3758.

Selection documentation may be downloaded from <http://www.jobs.act.gov.au/>

## EMPLOYMENT

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

**ACT Government Solicitor  
Property and Commercial Section  
Solicitor**

Legal 1 \$44,057-\$90,333, Canberra (PN. 42611)

Closing date: 21 June 2007

Duties: The successful applicant will be working as part of a team with other lawyers on a range of significant and interesting commercial and property transactions for the Territory and its agencies, with opportunities for considerable direct client contact. The successful applicant will be expected to provide advice to departments and agencies on a range of property and commercial issues and prepare and settle agreements. Contract, property and commercial law are amongst the fields of knowledge that are important to the work of the Section. Experience in drafting and negotiating agreements and other commercial work is desirable.

Eligibility/Required Qualifications: Applicants must be admitted (or eligible for admission) as a legal practitioner in the ACT Supreme Court.

Note: Salary will be dependent upon relevant experience and demonstrated ability against the selection criteria.

Contact Officer: Michael Deasey (02) 6205 3754

Selection documentation may be downloaded from <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

**ACT Government Solicitor  
Civil Litigation Section  
Solicitor**

Legal 1 \$44,057-\$90,333, Canberra (PN. 43788) & (PN. 45147) Expected Vacancy

Closing date: 21 June 2007

The ACT Government Solicitor is the principal legal service provider to the ACT Government and its agencies. The successful applicants will be working as part of a team with other lawyers on a range of significant and interesting matters with opportunities for significant client contact.

Duties: The successful applicant will be expected to provide advice to departments and agencies on a range of complex legal issues and to conduct litigation before Courts and Tribunals. Civil procedure, tort and contract law and statutory interpretation are amongst the fields of knowledge that are important to the work of the section. Experience in the conduct of litigation (particularly claims), or the capacity to learn quickly, is essential.

Eligibility/Required Qualifications: Applicants must be admitted (or eligible for admission) as a legal practitioner in the ACT Supreme Court.

Note: An order of merit may be established from this recruitment process. Salary level will depend on the successful applicant's level of experience.

Contact Officer: John Henry (02) 6207 0657

Selection documentation may be downloaded from <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

**ACT Government Solicitor  
Government Law Section  
Solicitor**

Legal 1 \$44,057 - \$90,333, Canberra (PN. 46139 & 42613) Expected Vacancies

Closing date: 21 June 2007

Duties: The successful applicants will provide legal advice and representation before courts, tribunals and boards, with the wide range of practice areas including the following: human rights and discrimination; information access; constitutional law; revenue; machinery of government; planning and environment; industrial relations and employment; child welfare; licensing; and procedural fairness.

Eligibility/Required Qualifications: Applicants must be admitted (or eligible for admission) as a legal practitioner in the ACT Supreme Court.

Note: An order of merit may be established from this recruitment process. Salary level will depend on the successful applicant's level of experience.

Contact Officer - Derek Kettle (02) 6207 0635

Selection documentation may be downloaded from <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

# EMPLOYMENT

## ACT EMERGENCY SERVICES AGENCY

The ACT Emergency Services Authority (ESA) was established on July 1, 2004 to protect and preserve life, property and the environment in the ACT. ESA includes the ACT Ambulance Service, ACT Fire Brigade, ACT Rural Fire Service, ACT State Emergency Service, Emergency Management, People & Development and Financial Management.

### **Emergency Services Agency**

#### **ACT Ambulance Service**

#### **Senior Admin Liaison Officer**

Administrative Service Officer Class 5 \$53,162-\$56,370, Canberra (PN: 43632)

Closing date: 21 June 2007

Duties: The ACT Ambulance Service (ACTAS) is responsible for providing emergency and non-emergency ambulance services to the ACT community. This position will provide administrative support to the Deputy Commissioner (Ambulance) and the Director Operations.

Contact Officer: David Foot (02) 620 78474 or email [david.foot@act.gov.au](mailto:david.foot@act.gov.au)

Selection documentation may be downloaded from <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to Shared Services Centre, Recruitment Services, GPO Box 158, Canberra City ACT 2601

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## **Appointments**

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### ACT HEALTH

#### **Registered Nurse Level 2 \$61,888 - \$65,715**

Janine Patricia Wolf: 795-52245, Section 68(1), 28 May 2007

#### **Administrative Service Officer Grade 3 \$42,763 - \$46,153**

Katherine Barraclough: 789-46613, Section 68(1), 28 May 2007

#### **Registered Nurse Level 1 \$44,000 - \$59,454**

Margaret Blamey Boyes: 772-02292, Section 68(1), 6 May 2007

#### **Administrative Service Officer Level 5 \$53,162 - \$56,370**

Hilda Mary Woolrich: 796-74170, Section 68 (1), 29 May 2007

### CALVARY HEALTH CARE ACT

#### **Senior Officer Grade A \$99,755**

Katrina Chisholm: , Section 68, 07/06/07

CC: 1301-2606

### TERRITORY AND MUNICIPAL SERVICES

#### **Administrative Service Officer Class 3 \$42,763-\$46,153**

Margaret Jorritsma: 799-82923, Section 68 (1), 28 May 2007

#### **Bus Operator Training \$47,318**

Geoffrey Ellis: 136100, Section 68 (1), 24 May 2007

### DEPARTMENT OF TREASURY

#### **Administrative Service Officer Class 4 \$47,664-\$51,751**

Janinne Gaye Monger: 787-40308, Section 68 (1), 28 May 2007

#### **Administrative Service Officer Class 3 \$42,763-\$46,153**

Caitlin Elizabeth Backhouse: 799-82931, Section 68 (1), 30 May 2007

#### **Administrative Service Officer Class 3 \$42,763-\$46,153**

Suzie Phommaseisy: 799-82958, Section 68 (1), 30 May 2007

#### **Administrative Service Officer Class 3 \$42,763-\$46,153**

Amanda Sharon Lee Ping Yeo: 799-82966, Section 68 (1), 30 May 2007

## EMPLOYMENT

**Administrative Service Officer Class 3 \$42,763-\$46,153**

Asooaga Gary Maniti: 799-82974, Section 68 (1), 30 May 2007

**CHIEF MINISTER'S DEPARTMENT****Administrative Service Officer Class 6 \$57,414-\$65,953**

Anne Kathleen Robinson: 789-99336, Section 68 (1), 28 May 2007

**DEPARTMENT OF EDUCATION AND TRAINING****School Assistant 2 \$31,926-\$35,358**

Robyn Slater: 772-18462, Section 68 (1), 31 May 2007

**DEPARTMENT OF DISABILITY, HOUSING AND COMMUNITY SERVICES****Administrative Service Officer Class 6 \$57,414-\$65,953**

Rajni Ghai: 795-66882, Section 68 (1), 28 May 2007

**Administrative Service Officer Class 4 \$47,664-\$51,751**

Suzanne Alice Fane: 792-36023, Section 68 (1), 15 May 2007

**Administrative Service Officer Class 3 \$42,763-\$46,153**

Rebecca Demetrius: 792-35936, Section 68 (1), 25 May 2007

**Senior Officer Grade C \$72,695-\$78,381**

William Clapham: 792-35303, Section 68 (1), 31 May 2007

**Senior Officer Grade C \$72,695-\$78,381**

Lisa Salerno: 786-42652, Section 68(1), 30 May 2007

**Administrative Service Officer Class 5 \$53,162-\$56,370**

Daniella Giampaolo: 793-38564, Section 68(1), 4 June 2007

**Administrative Service Officer Class 6 \$57,414-\$65,953**

William Donald Tucker: 793-38804, Section 68(1), 31 May 2007

**DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY****Administrative Service Officer Class 3 \$42,763-\$46,153**

Renee Jane Skilling: 788-61767, Section 68 (1), 30 May 2007

**Administrative Service Officer Class 3 \$42,763-\$46,153**

Jadene-Misty Snape: 795-66751, Section 68 (1), 30 May 2007

**Administrative Service Officer Class 3 \$42,763-\$46,153**

Jodie Lea Vandenburg: 791-30819, Section 68 (1), 25 May 2007

**Administrative Service Officer Class 5 \$53,162-\$56,370**

Juliette Duong: 791-31731, Section 68(1), 25 May 2007

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## Transfers

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**ACT HEALTH****Michelle Peta Gray : 509-21713**

From: Health Professional Level 3 \$62,918 - \$69,763

DHCS

To: Health Professional Level 3 \$62,918 - \$69,763

Nursing Services Team ACT Health Canberra (PN. 28446) (Gazette No.16, Thursday 26 April 2007)

**Deborah Jane Moore: 261-48193**

From: Registered Nurse Level 2 \$61,888 - \$65,715

ACT Health

To: Registered Nurse Level 2 \$61,888 - \$65,715

Operating Room General ACT Health, Canberra (PN. 11318) (Gazette No.49, 14 December 2007)

# EMPLOYMENT

**Linda Ruth Wells: 739-66965**

From: Administrative Service Officer Level 3 \$42,763 - \$46,153

ACT Health

To: Administrative Service Officer Level 3 \$42,763 - \$46,153

Emergency ACT Health, Canberra (PN. 29075) (Gazette No.12, Thursday 29 March 2007)

## 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.

'*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 an unanimous recommendation of a Joint Selection Committee established under the PSM Act or agency Certified Agreement;

## EMPLOYMENT

- 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.

### 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 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 about internal review rights available under their agency Certified Agreement and how to lodge a request for internal review.

## ACT HEALTH

### Mental Health ACT

#### Child & Adolescent Services

#### The Cottage

Elizabeth Mary Gibson: 772-17777

From: Health Professional Level 3 \$62,918 - \$69,763

ACT Health

To: † Health Professional Level 4 \$72,695 - \$78,381

The Cottage ACT Health, Canberra (PN. 25988) (Gazette No.18, Thursday 10 May 2007)

## EMPLOYMENT

**Aged Care and Rehabilitation  
Hospital Based Services  
Rehabilitation****Denise Margaret Brown: 788-15592**

From: Administrative Service Officer Class 2 \$37,545 - \$41,634

ACT Health

To: Administrative Service Officer Class 3 \$42,763 - \$46,153

Rehabilitation ACT Health, Canberra (PN.01572) (Gazette No.10, 15 March 2007)

**Aged Care & Rehabilitation  
Community Based Services  
Aged Care****Margaret Kay Hemsworth: 741-14246**

From: Administrative Service Officer Class 2 \$37,545 - \$41,634

ACT Health

To: Administrative Service Officer Class 3 \$42,763 - \$46,153

Aged Care ACT Health, Canberra (PN. 29738) (Gazette No.11, 22 March 2007)

**The Canberra Hospital  
Hospital Administration  
Clinical Support****Christine Elizabeth McPherson: 741-18298**

From: Administrative Service Officer Class 2 \$37,545 - \$41,634

ACT Health

To: Administrative Service Officer Class 3 \$42,763 - \$46,153

Clinical Support ACT Health, Canberra (PN. 23889) (Gazette No.9, 8 March 2007)

**The Canberra Hospital  
Medical Services  
Renal Unit****Natalie Marree Monkivitch: 607-97453**

From: Administrative Service Officer level 3 \$42,763 - \$46,153

ACT Health

To: Administrative Service Officer Level 4 \$47,664 - \$51,751

Renal Unit ACT Health, Canberra (PN. 03776) (Gazette No.16, Thursday 26 April 2007)

**TERRITORY AND MUNICIPAL 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.

**Department of Territory & Municipal Services  
Strategic Finance****External Budgets & Reporting****Nikos Christos Kalogeropoulos: AGS No 748-53209**

From: Senior Officer Grade B, \$85,893 - \$96,693

To: Senior Officer Grade A \$99,755

External Budgets, &amp; Reporting, Department of Territory &amp; Municipal Services, Canberra (PN. P00597) (Gazette No.12, 29 March 2007)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current Certified Agreement provisions and is non-appealable.

**DEPARTMENT OF TREASURY****Investment & Economics****ACT Insurance Authority****Peter Mark Osborne: AGS No. 783-94484**

From: Senior Officer Grade C \$72,695 - \$84,422

Department of Treasury, Investment &amp; Economics, ACT Insurance Authority

To: † Senior Officer Grade B \$85,893 - \$96,693

ACT Insurance Authority, Department of Treasury, Canberra (PN. P10906) (Gazette No.14, 12 April 2007)

## EMPLOYMENT

**Revenue Management****Policy & Systems****Lindsay Mary Aquilina: AGS No. 506-90708**

From: Legal 1, \$44,057 - \$90,333

Department of Justice &amp; Community Safety

To: † Senior Officer Grade B \$85,893 - \$96,693

Policy &amp; System, Revenue Management, Department of Treasury, Canberra (PN: P10250) (Gazette No 16, 26 April 2007)

**Revenue Management****Finance and Reporting****Angeline Bee Yong Rocha: 735-15689**

From: Administrative Service Officer Class 3 \$42,763-\$46,153

Department of Treasury

To: Administrative Service Officer Class 4 \$47,664-\$51,751

Finance and Reporting Department of Treasury, Canberra (PN. 05008) (Gazette No. 13, 5 April 2007)

**ACT Insurance Authority****Amanda Maria Lyrstakis: 783-14042**

From: Administrative Services Officer Class 3 \$42,763-\$46,153

Justice and Community Safety

To: Administrative Services Officer Class 5 \$53,162-\$56,370

ACT Insurance Authority, Department of Treasury, Canberra (PN. 56085) (Gazette No.14, 12 April 2007)

**Shared Services****Human Resource Services****Payroll and Personnel Services****Ula Ivina Martin: 609-24213**

From: Administrative Service Officer Class 6 \$57,414-\$65,953

Department of Treasury

To: †Senior Officer Grade C \$72,695-\$78,381

Payroll and Personnel Services Department of Treasury, Canberra (PN. 09361) (Gazette No. 1, 11 January 2007)

**Shared Services****Human Resource Services****Payroll and Personnel Services****Richard Laurie Palic: 713-72653**

From: Administrative Service Officer Class 6 \$57,414-\$65,953

Department of Treasury

To: †Senior Officer Grade C \$72,695-\$78,381

Payroll and Personnel Services Department of Treasury, Canberra (PN. 09689) (Gazette No. 1, 11 January 2007)

**Shared Services****Human Resource Services****Payroll and Personnel Services****Barbara Jean Makin: 337-48349**

From: Administrative Service Officer Class 6 \$57,414-\$65,953

Department of Treasury

To: †Senior Officer Grade C \$72,695-\$78,381

Payroll and Personnel Services Department of Treasury, Canberra (PN. 09973) (Gazette No. 1, 11 January 2007)

**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 14<sup>th</sup> day after the date of this gazette.

**Training and Tertiary Education****Higher Education****Anita Joanne Dolstra: 755-78165**

From: Administrative Service Officer Class 5 \$53,162-\$56,370

Department of Education and Training

To: † Senior Officer Grade C \$72,695-\$78,381

Higher Education, Department of Education and Training, Canberra (PN: 04069) (No. 11, 22 March 2007)

# EMPLOYMENT

## CANBERRA INSTITUTE OF TECHNOLOGY

### Faculty of Design

### Education Delivery

### Environmental Design

**Alex Miranda: 537-35713**

From: Technical Officer Level 2 \$42,164-\$48,529

Canberra Institute of Technology

To: Technical Officer Level 3 \$49,508-\$56,170

Faculty of Design Canberra Institute of Technology, Canberra (PN. 55387)

## DEPARTMENT OF DISABILITY, HOUSING AND COMMUNITY SERVICES

### Disability ACT

### Policy and Planning

**David Heckendorf: 765-84989**

From: APS 6 \$59,912-\$67,590

Department of Health and Ageing

To: † Senior Officer Grade C \$72,695-78,381

Policy and Planning, Department of Disability, Housing and Community Services, Canberra (PN: 09043) (No. 9, 8 March 2007)

## 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.

### Law Courts and Tribunals

### Supreme Court – Sheriff's Office

**Robert Atibini: 782-05196**

From: Administrative Service Officer Class 2 \$37,545-\$41,634

Department of Justice and Community Safety

To: Administrative Service Officer 3 \$42,763-\$46,153

Supreme Court – Sheriff's Office, Department of Justice and Community Safety, Canberra (PN. 43646) (Gazette 30, 3 August 2006)

### Law Courts and Tribunals

### Supreme Court

### Registry Operations

**Christopher Winslade: 314-65927**

From: Administrative Service Officer Class 6 \$57,414-\$65,953

Department of Justice and Community Services

To: † Senior Officer Grade C \$72,695-\$78,381

Registry Operations, Department of Justice and Community Services, Canberra (PN. 45991) (Gazette 14, 12 April 2007)

## CULTURAL FACILITIES CORPORATION

### ACT Museums and Galleries

**Alison Stewart: AGS No 713-97922**

From: Professional Officer Level 2 \$57,415 - \$65,953

To: Senior Professional Officer Grade C \$ 72,695 - \$78,381

ACT Museums and Galleries, Historic Places (PN 9002)

CC: 2124-2772

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## Retirements and dismissals

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### TERRITORY AND MUNICIPAL SERVICES

*Section 143 Public Sector Management Act:* Stephen Sidney Welch, Administrative Service Officer Class 5, 18 May 2007

*Section 143 Public Sector Management Act:* Eugene Herbert, Senior Professional Officer Grade A, 12 January 2007

**EMPLOYMENT****ACT Public Service Index of addresses**

- 01 Shared Services, Recruitment Services via e-mail to [jobs@act.gov.au](mailto:jobs@act.gov.au) or by post to Shared Services, Recruitment Services, GPO Box 158, Canberra ACT 2601
- 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 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, ACT Emergency Services Authority, PO Box 104, Curtin ACT 2605
- 14 InTACT, Business Support Service, GPO Box 158, CANBERRA ACT 2601, or emailed to [intact.recruitment@act.gov.au](mailto: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, Territory and Municipal 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

**07/0705**

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