



Australian Capital Territory

Gazette

No. 45, Thursday 16 November, 2006

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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

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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. These notices will now only appear in the Gazette if the Register is unavailable.

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

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

CONTACT DETAILS

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Notices for Publications

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

A Gazette Request Form must also be delivered to the Gazette Office, by hand, mail or fax. For copies of this form please telephone the Gazette Office or go to www.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. An electronic subscription service is also available FREE of charge from the site.

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EMPLOYMENT

ACT Public Service

Executive Contracts

General Information

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 residents¹ of Australia except where:

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

Groups with eligibility rights are:

- an officer of the Australian Public Service (APS) applying for appointment (see section 115 of the PSM Act)
- a former officer of the APS or ACTPS who has resigned, if:
 - they resigned to rear a child, after taking at least three months maternity or parental leave; and
 - they resigned within two years of the date of birth of the child for which the period of maternity leave was granted;
 - the position for which they are applying is advertised in the gazette within six years from the date of the birth of the child for which the maternity or parental leave was granted; and
 - they have a statement from the relevant Chief Executive of the details of their resignation which was obtained at the time of resignation;
- an 'officer' of an approved organisation listed in Public Sector Management Standard 4, Part 6, Mobility with Approved Organisations, employed on other than a temporary basis, applying for appointment;
- a temporary employee who has been employed by the ACTPS in one job for six months continuously, may apply for appointment to an advertised vacancy:
 - if still employed in that temporary job; and
 - the six months eligibility period is reached before the applications close.

Excess Officers

ACTPS officers who are excess (either potentially or actually) and who apply for transfer to any advertised permanent vacancy have absolute preference and **MUST** be considered in isolation from, and not in competition with, applicants who are not excess.

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

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

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

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

¹ The Standards 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.

EMPLOYMENT

Vacancies

ACT HEALTH

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

SALARY PACKAGING

For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

Office of The Deputy Chief Executive Office of Director Operations and Finance Revenue Office Fundraising Officer

Administrative Service Officer Class 5, \$53,162 - \$56-370, Canberra (PN. 01979)

Closing date: 30 November 2006

Duties: An exciting opportunity to be involved in the development of the fundraising area of ACT Health. The job requires an extremely motivated and well organised person with excellent interpersonal skills.

Note: The position is a full time position, however a job share arrangement could be considered if 2 suitable applicants can be found.

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

Contact Officer: Moira Lye (02) 6244 2555

Apply: 16 or online at <http://www.health.act.gov.au/employment>

Office of the Chief Executive Executive Co-ordination

Administrative Service Officer Class 4, \$47,664-\$51,751, Canberra (PN. 21849)

Closing date: 27 November 2006

Duties: The Executive Coordination Unit within ACT Health is seeking an enthusiastic and highly motivated Ministerial Liaison Officer (MLO) to provide high quality services in a busy environment. The MLO is responsible for coordinating ministerial correspondence and requests utilising an electronic file management system. Experience in Microsoft Word, database applications, Excel and generating key performance indicators would be a great advantage. The position requires good interpersonal skills, including negotiation and liaison, with staff at all levels, including executive levels of the ACT Public Service, and good written communication skills.

Note: This is a part time role based on 22.03 hrs per week, Monday-Wednesday (not negotiable).

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

Contact Officer: Vicki Bates (02) 6205 0850

Apply: 16 or online at <http://www.health.act.gov.au/employment>

COMMUNITY HEALTH

Alcohol & Drug Program Case Management Services Manager

Health Professional Level 4, \$72,695 - \$78,381, Canberra (PN. 28407)

Closing date: 23 November 2006

Duties: The ACT Health Alcohol and Drug Program invites applications for the position of Manager, Counselling and Treatment Services. The services of the Program are underpinned by the principles of harm minimisation and positive client outcomes. The Manager's position is responsible for the Counselling team, Intake and Help Line services within the Alcohol and Drug Program. In addition, the position has a role in the broader change processes and the management of strategic initiatives within the Program. Applicants should have management experience within the health sector, leadership skills and the ability to manage converging tasks including human resources and fiscal management and the ability to contribute to allied health expertise.

Eligibility/other requirements: A tertiary degree in either:

- Social Work with eligibility for membership of the Australian Association of Social Workers;
- Psychology with eligibility for membership of the Australian Psychological Society;
- Health related undergraduate degree with postgraduate diploma in counselling or a related discipline.
- Current driver's licence.

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

Contact Officer: Karen Lenihan (02) 6205 0947

Apply: 16 or online at <http://www.health.act.gov.au/employment>

EMPLOYMENT

Continuing Care

Health Centre Administration Manager Clinical Records Unit

Senior Officer Grade C, \$72,695-\$78,381, Canberra (PN. 07822)

Closing date: 23 November 2006

Duties: ACT Health is seeking a suitably qualified Health Information Manager with demonstrated management experience to lead the provision of a quality Medical Record service for ACT Health - Community based health services. Duties of the Clinical Records Manager include staff management, managing the day-to-day provision of the clinical record service, assisting in the administration of the electronic patient information system, policy and procedure development, and contributing to the development of a unified approach to clinical records management across ACT Health. This position will initially be based in Community Health but is expected to become a key component of ACT Health Clinical Records Management, which may mean that areas of responsibility might alter. Eligibility/other requirements: Tertiary qualification in Health Information Management (or equivalent) highly desirable and eligibility for full membership of the Health Information Management of Australia.

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

Contact Officer Yvonne Epping (02) 6205 1389

Apply: 16 or online at <http://www.health.act.gov.au/employment>

Continuing Care

Allied Health

Physiotherapy

Community Physiotherapist

Health Professional Level 3, \$62,918 - \$66,387 (\$69,763 on achieving personal upgrade), Canberra (PN. 21028)

Closing date: 30 November 2006

Duties: The Continuing Care Program is seeking an enthusiastic and suitably qualified physiotherapist to provide a range of complex physiotherapy services, primarily for people with musculoskeletal, respiratory and chronic pain conditions, in the community setting. Experience in aged care and/or continence management is desirable. This is an exciting opportunity to work in a progressive and rewarding Community Health Program.

Eligibility/other requirements: Degree or Diploma in Physiotherapy, or recognised equivalent qualifications and eligibility for ACT Registration. Current drivers licence.

Note: This position is full-time, however part-time applicants and/or job sharing will be considered.

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

Contact Officer: Annegret Ludwig 6205 3808

Apply: 16 or online at <http://www.health.act.gov.au/employment>

Hospital Based Services

Radiation Oncology

Registered Nurse Level 2, \$61,888 - \$65,715, Canberra (PN. 34582)

Closing date: 23 November 2006

The Capital Region Cancer Service is looking to appoint a Registered Nurse Level 2 to the Radiation Oncology Outpatient Clinic operating out of The Canberra Hospital. Plans are in place for a substantial growth within the radiation Oncology areas designed to facilitate and improve services to the community. Duties: This Level 2 position calls for a registered nurse with demonstrated knowledge, experience and ability to assess and manage people with complex oncological diagnoses, who are undergoing or having received radiation treatment. The successful applicant will possess the skills and abilities to collaborate with the multidisciplinary team.

Eligibility/other requirements: Registered or eligible to register as a General Nurse with the ACT Nursing and Midwifery Board.

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

Contact Officer: Kylie Downes, A/g Nurse Manager, CRCS. Phone 62442881 or page via switch 50213.

Apply: 16 or online at <http://www.health.act.gov.au/employment>

Hospital Based Services

Radiation Oncology

Radiation Therapist

Grade 1, \$51,573-\$69,133, Canberra (PN. 09782)

Closing date: 23 November 2006

ACT Health is committed to providing high quality health services to the ACT population and it is keen to attract enthusiastic, responsible, committed and appropriately qualified health professionals to work in the ACT public health system. The Radiation Oncology Department at The Canberra Hospital invites applications from suitably qualified Radiation Therapists.

The Canberra Hospital is equipped with two Varian Linear Accelerators, 120 leaf MLC, dynamic wedge, EPI, Varis Vision record and verify system, Pinnacle 3D RTPS, dedicated CT simulator, mould room facilities, Superficial X-ray Unit and High Dose Rate afterloading brachytherapy equipment.

Eligibility/other requirements: Mandatory Qualifications in Radiation Therapy apply. Please see our website for full details. www.health.act.gov.au/employment

EMPLOYMENT

Note: Applicants must have completed or be due to complete their Professional Development Year. Applicants wishing to be considered for these positions must submit a detailed application addressing the selection criteria and supply two written referee reports from current supervisors. This is a permanent full-time position.

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

Contact Officer: Wendy Amos or Brett Fittler (02) 6244 2241

Apply: 16 or online at <http://www.health.act.gov.au/employment>

Hospital Based Services

Radiation Oncology

Radiation Therapist

Grade 2, \$69,991 - \$73,767, Canberra (PN. 28821)

Closing date: 23 November 2006

Duties: ACT Health is committed to providing high quality health services to the ACT population and it is keen to attract enthusiastic, responsible, committed and appropriately qualified health professionals to work in the ACT public health system. The Radiation Oncology Department at The Canberra Hospital invites applications from suitably qualified Radiation Therapists.

The Canberra Hospital is equipped with two Varian Linear Accelerators, 120 leaf MLC, dynamic wedge, EPI, Varis Vision record and verify system, Pinnacle 3D RTTPS, dedicated CT simulator, mould room facilities, Superficial X-ray Unit and High Dose Rate after loading brachytherapy equipment.

Eligibility/other requirements: Mandatory Qualifications in Radiation Therapy apply. Please see our website for full details. www.health.act.gov.au/employment

Note: Applicants wishing to be considered for this position must submit a detailed application addressing the selection criteria and supply two written referee reports from current supervisors. This is a permanent full time position.

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

Contact Officer: Wendy Amos or Brett Fittler (02) 6244 2241

Apply: 16 or online at <http://www.health.act.gov.au/employment>

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.

Medical SMT

Coronary Care Unit

Registered Nurse Level 2, \$61,888 - \$65,715, Canberra (PN. 22489)

Closing date: 23 November 2006

Duties: An exciting opportunity exists within the Coronary Care Unit for an experienced Registered Nurse with extensive experience in Cardiology. Join a dynamic team in the provision and delivery of innovative health care.

Eligibility/other requirements: Registered or eligible to register as a general nurse with the ACT Nursing and Midwifery Board.

Note: This is a re-advertised position. Previous applicants will be considered and need not re-apply.

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

Contact Officer: Karen Simpson (02) 6244 2165

Apply: 16 or online at <http://www.health.act.gov.au/employment>

DEPARTMENT OF DISABILITY, HOUSING AND COMMUNITY SERVICES

Policy and Organisational Services

Finance and Budget

Administrative Services Officer Grade 6 \$57,414 - \$65,953, Canberra (PN. P55634 Permanent Full time)

Closing date: COB 23 November 2006

Duties: The successful applicant will be part of the Department's finance team, with primary responsibility for ensuring the integrity of the Department's monthly and annual financial statements, liaison with ACT Audit Office and Treasury and ensuring the accuracy of the Department's OGF general ledger and related modules. This position also maintains internal processes in relation to the Department's FBT and BAS returns and Superannuation

EMPLOYMENT

Guarantee payments. Sound analytical and problem solving skills together with good interpersonal skills and an ability to work in a team environment are essential.

Eligibility/other requirements: Relevant tertiary qualifications in accounting and/or equivalent knowledge and experience are required.

Selection may be based on application and referees only.

Contact Officer: Mary Milin (02) 62050084

Selection documentation may be obtained from Dee Zanesco (02) 62050162

Apply: 10

Department of Disability, Housing and Community Services

Child and Family Centres

The Child and Family Centre program is an early intervention and prevention program that provides a diverse range of free services for children and their families in the Gungahlin and Tuggeranong communities. The target group for services are children under 5 years and their families. The Child and Family Centres also offer more specialised support and help through provision of individual and family, support, as well as a range of community education opportunities and community development activities and programs through a multidisciplinary team approach.

Child and Family Worker

Social Worker (Two positions)

Health Professional 3 \$62,918 - \$66,387 (Up to \$69,763 on achieving personal up-grade), Canberra

PN: T00376 is available within the Tuggeranong Child and Family Centre for approximately 12 months commencing as soon as possible.

PN T00375 is available within the Gungahlin Child and Family Centre for approximately 12 months commencing as soon as possible

Closing date: 1 December 2006

Duties: The positions are responsible for providing universal and targeted interventions, including therapeutic interventions for children, parenting information and support and case coordination. Interventions are provided to individuals, families and groups, both in centre and in an outreach manner.

As part of an integrated team, Child and Family workers also identify, develop and implement community development and education initiatives that work to strengthen families and the community.

The two positions are full time temporary contracts within the Gungahlin and Tuggeranong Child and Family Centres.

Contact Officer: Di Butcher Ph: 6205 0229 Gungahlin position

Yvonne Poels Ph: 6207 5504 Tuggeranong position

Selection documentation: Cheryl Kinder Ph: 6207 1824 or Cheryl.Kinder@act.gov.au Gungahlin position

Simone Thompson Ph: 6207 8228 or Simone.Thompson@act.gov.au Tuggeranong position

Apply: 10

Office for Children, Youth and Family Support

Accountability and Reporting Unit

Senior Manager - Change Program

Senior Officer Grade A, \$99,755pa, Canberra (PN: T00371) (Two (2) Year Fixed term Contract)

Closing date: cob Monday 4 December 2006

Duties: This newly created position will be responsible for the provision of accurate and timely advice to the Executive Director on the Change Program in line with the OCYFS strategic focus. The successful applicant will be required to possess demonstrated experience in high level project and program development, including implementation, and the significant understanding of the context within which the organisation is currently functioning, together with high-level analytical skills to address impediments to ongoing improvement and excellent communication skills to achieve ongoing progress of the program plan.

The position has direct responsibility for the Office-wide culture and practice change and the delivery of change initiatives as committed by Government through review processes.

Contact Officer: Louise Denley (02) 6205 1938

Selection documentation may be obtained from Beverley Ekert (02) 6205 1938 or downloaded from the Department's website www.dhcs.act.gov.au (recruitment)

Apply: 10

CALVARY HEALTH CARE ACT

Clinical Services

Nursing Administration

Registered Nurse Level 2 \$61,888 - 65,715, Canberra (PN. 8871)

Closing date: 30 November 2006

Duties: Identify and follow up patients with bloodstream/surgical site infections. Liaise with laboratory staff, infection control practitioners, medical staff and other relevant clinical personnel to monitor bloodstream/surgical site infections.

Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Registration Board.

Note: Part time position 36 hours per fortnight. TTY 6201 6127

EMPLOYMENT

Contact Officer: Sue Hogan (02) 62016160

Selection documentation may be obtained from Martin Goodisson (02) 62016680 or martin.goodisson@calvary-act.com.au

Apply: 07

Allied Health

Medical Imaging

Health Professional Level 1 \$41,211 - 52,969, Canberra (PN. 7111)

Closing date: 24 November 2006

Duties: New Graduate, General radiographic examinations, observing radiation protection measures at all times. Using the department's Radiology Information System to enter patient demographic data and maintain patient examination files.

Eligibility/other requirements: Completion of tertiary level studies in an accredited Medical Imaging Course, and eligibility to undertake the Australian Institute of Radiography's post-graduate Professional Development Year Programme.

Note: Temporary vacancy for a period of 12 months. TTY 6201 6127

Contact Officer: Christopher Hicks (02) 62016140

Selection documentation may be obtained from Christopher Hicks (02) 62016140 or christopher.hicks@calvary-act.com.au

Apply: 07

CHIEF MINISTER'S DEPARTMENT

Governance Division

Public Sector Management

Employment Policy

Assistant Manager (Senior Officer Grade C) Position Number: P55541 Salary: \$72,695-\$78,381 p.a.

The Assistant Manager provides strategic policy and legal policy advice to the Government on employment issues affecting the ACT public sector. The role includes a focus on developing the Public Sector Management Act and Standards and executive employment policy, and providing support to the Commissioner for Public Administration and the ACT Remuneration Tribunal.

Tertiary qualifications in law or industrial relations will be highly regarded.

If you are interested in the position please contact Greg Haustead on (02) 620 75995. Applicant kits and selection criteria are available from Kristin Craig on (02) 620 50296 or through the following internet address:

<http://www.cmd.act.gov.au/recruitment/index.shtml>

Closing dates for applications is Thursday 30 November 2006.

Apply 35 or via email recruitment.officer@act.gov.au

Canberra

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Applications and two referee reports, from applicants for positions in the department, should address the selection criteria comprehensively, as selection decisions may be made only on the basis of the documentation provided, without formal interview. Full application are preferred in electronic form to jacs.recruitment@act.gov.au or alternatively may be submitted by mail to: The Recruitment Officer, People and Workplace Services, Department of Justice and Community Safety, GPO Box 158, Canberra ACT 2601.

ACT Emergency Services Agency

ACT Fire Brigade

Deputy Chief Officer

The ACT Emergency Services Agency (ACT Fire Brigade) is seeking an experienced, motivated and innovative skilled professional for the role of Deputy Chief Officer, ACT Fire Brigade.

The position will assist the Chief Officer, ACT Fire Brigade to provide strategic direction for ACT Fire Brigade operations and the delivery of contemporary fire fighting, rescue and fire protection while working in partnership with other emergency service agencies, both internal and external to the organisation.

You will possess demonstrated knowledge and ability in urban Fire Brigade management and operations, have a strong knowledge of the Incident Control Systems and fire ground operations and have the ability to make appropriate decisions in emergency and high pressure situations.

A remuneration package in the order of \$144, 937 is available to the successful applicant. Employment is on a performance-based contract for up to five years. Prospective applicants should be aware that contracts are required to be tabled in the Legislative Assembly.

Closing Date for Applications

An information package is available from Juliana Cieslar on (02) 6205 3070 or visit www.esa.act.gov.au. Further information about the position can be obtained from Mr David Prince on (02) 6207 8121 or david.prince@act.gov.au.

Applications close COB Friday, 24 November 2006

EMPLOYMENT

Apply: 28

ACT Emergency Services Agency ACT Rural Fire Service Deputy Chief Officer

Senior Officer Grade A \$99, 755

Applications close COB Friday 24 November 2006

The position will assist the Deputy Chief Officer, ACT Rural Fire Service Manage the operational preparedness, response and recovery procedures of the ACT Rural Fire Service (ACT RFS). Assist with the formulation of policies, procedures and plans for the efficient operations of the ACTRFS, particularly the management of a volunteer workforce. You will also be required to fulfil the command, control and co-ordination functions as Deputy Chief Fire Control Officer.

Information package: Matt Butters on (02) 6205 3768, or visit <http://www.esa.act.gov.au/>.

Contact Officer Mr Michael Ross on (02) 6207 8710 or michael.ross@act.gov.au

Note: Please note the short closing date of 24 November 2006.

ACT Corrective Services Custodial Operations

Custodial Officer Grade 1 – Trainee (Several positions)

Custodial officers provide a vital role to the community by contributing to community safety and the rehabilitation of offenders.

Persons with high personal integrity, a mature approach, self-confidence and life experience are ideal applicants. If you also have sound communication skills, ability to work well in a team and the capacity to work with people from diverse backgrounds, we are interested in receiving your application. At the completion of training, pay will be on an hourly basis approximately \$21.00 per hour including loading in lieu of leave but excluding applicable shift penalties. Applicants must possess or have the ability to obtain a Senior First Aid Certificate or equivalent prior to commencing and be licensed to drive a manual vehicle. Successful applicants will be required to commence duty on 15 January 2007 and will undergo a training course of approximately ten weeks duration. Payment during the course will be on the basis of a National Training Wage.

Applicants must address the selection criteria for the role in writing. An application kit and selection documentation is available at <http://www.ics.act.gov.au/recruitment.html> or can be obtained by calling Simon McEvoy on (02) 6205 1754 (24 hour answering machine). Applicants will be required to undertake pre-employment testing including a psychological assessment.

An information session will be held on Wednesday November 22nd at Level 4, 1 Moore St, Canberra City from 6.30 to 9.00pm.

Applications close: 1 December 2006

LEGISLATION AND POLICY BRANCH

BRANCH DESCRIPTION

Policy officers in the Legislation and Policy Branch get the opportunity to develop policy on aspects of civil and criminal law, justice processes and justice programs, and to work with other agencies in addressing underlying causes of crime.

As a legal policy officer you could be involved in working on consumer protection law; or building on the ACT's strong anti-discrimination and human rights framework; or drafting instructions for reform of the law on personal crime; or consulting with other justice agencies in developing innovative justice responses to the needs of victims of sexual assault; or you could be preparing a speech for the minister on crime and justice trends.

You won't work in an agency vacuum. You'll work closely with other justice personnel – the courts, corrections, police, public prosecutors, legal aid, parliamentary council, government solicitors, community rights advocates, and our community sector partners such as victims' services. You will also work closely with other ACT public service agencies.

If you are starting out on your career the Branch is a great place to learn legal policy skills, and if you are already some way down your career path it's a great place to finesse your skills.

Legislation and Policy Branch

Legal Policy Officers

Senior Officer Grade C (p/n 3888) \$72,695-\$78,381

Administrative Services Officer Grade 6 (p/n 42756) \$57,414-\$65,953

Administrative Services Officer Grade 4 (p/n 4341) \$47,664-\$51,751

The Legislation and Policy Branch is seeking applicants for the Legal Policy Officer positions. The successful applicants will be required to undertake justice policy work in relation to civil and criminal legal issues, justice processes and programs; prepare related reports, submissions and correspondence; represent the Branch in its dealings with other agencies and stakeholders; manage justice related projects; and perform other duties as required.

EMPLOYMENT

In addition to the above, the SOG C position undertakes more complex justice policy work including policy initiatives relevant to the indigenous community.

Skills/qualifications: Relevant tertiary qualifications or progress towards such qualifications would be an advantage.

The Duty Statement and Selection Criteria may be obtained from Angelique Teer on (02) 620 73986 or angelique.teer@act.gov.au or <http://www.ics.act.gov.au/recruitment.html>

Contact Officer: Derek Jory, ph (02) 620 70579.

Applications close: 30 November 2006

ACT PLANNING AND LAND AUTHORITY

Planning Services Branch

Land Use and Transport Planning Section

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

Closing date: Thursday 7 December 2006

Duties: Are you interested in helping to plan Canberra's new suburbs? Do you have highly developed knowledge and experience in strategic planning relating to Greenfield and Brownfield planning and development? If so an exciting opportunity is available with the ACT Planning and Land Authority's Land Use and Transport Planning Section.

Within a team environment, you will assist with undertaking forward (structure and concept) planning of new suburbs and provide professional advice on a range of tasks that the Section performs including the preparation and reviewing of planning studies, detail subdivision design and development conditions.

Eligibility/other requirements Qualifications and experience in architecture, town planning, urban design, landscape architecture, environmental studies or related fields is essential.

Contact Officer: Mr Steven Gianakis on 6207 1741 or e-mail: steven.gianakis@act.gov.au

Selection documentation may be obtained from Colleen Peters on 6205 4051 or e-mail colleen.peters@act.gov.au

Or from the recruitment home page: <http://www.actpla.act.gov.au/aboutus/recruitment/vacancies/index.htm>

Apply: 27

DEPARTMENT OF TERRITORY AND MUNICIPAL SERVICES

Environment and Recreation

Environment Protection and Heritage

Heritage Unit

Senior Officer Grade C \$72,695-\$78,381, Canberra (PN. P43072)

Closing date: 23 November 2006

Duties: Lead a small team in coordinating nominations and entries to the ACT Heritage Register in line with legislative requirements, Secretariat support to the ACT Heritage Council and heritage promotional projects and activities including the Heritage Grants Program.

The successful applicant will be experienced in effectively managing heritage issues in a small team environment; demonstrate knowledge and ability in areas of promotion, marketing and education in relation to heritage issues; demonstrate experience in management of complex projects and contracts; possess excellent oral and written communication, as well as negotiation skills, including the ability to develop creative solutions to problems and have developed skills in liaison, representation, public speaking and media

Eligibility/other requirements: Qualifications and/or relevant work experience in heritage management including education, marketing and/or communication is highly desirable.

Selection may be based upon application and referee reports only. Please provide contact details of two referees.

Contact Officer: Gerhard Zatschler on (02) 6207 2179 or email gerhard.zatschler@act.gov.au

Selection documentation may be obtained from Helen Dockett (02) 6207 6156 or email helen.dockett@act.gov.au

Or from the recruitment home page: http://www.tams.act.gov.au/work/employment/positions_vacant

Environment and Recreation

Environment Protection and Heritage

Heritage Unit

Senior Officer (Technical) Grade C \$72,695-\$78,381, Canberra (PN. P16005)

Closing date: 30 November 2006

Duties: Lead a small team in providing complex technical advice on the assessment of heritage significance, the impact of development proposals, the conservation and management of heritage places and objects and the coordination of the Heritage Online Database (HERO).

The successful applicant will possess high level technical qualifications or experience in heritage conservation or architecture; high level knowledge and demonstrated skills in providing advice on complex heritage issues; high level analytical and policy development skills and demonstrated experience in interpreting and applying heritage provisions in legislation; excellent oral and written communication, as well as negotiation and liaison skills, including the ability to deal with sensitive issues and resolve conflict and demonstrated experience in staff supervision and management of complex projects and contracts.

Qualifications and/or relevant work experience in cultural heritage management including architecture is highly desirable.

EMPLOYMENT

Selection may be based upon application and referee reports only. Please provide contact details of two referees.
Contact Officer: Gerhard Zatschler on (02) 6207 2179 or email gerhard.zatschler@act.gov.au
Selection documentation may be obtained from Helen Dockett (02) 6207 6156 or email helen.dockett@act.gov.au
Or from the recruitment home page: http://www.tams.act.gov.au/work/employment/positions_vacant

Environment and Recreation Environment Protection and Heritage Heritage Unit

Administrative Services Offer Class 6 \$57,414-\$65,953, Canberra (PN. Several Positions)

Closing date: 30 November 2006

Duties: The Heritage Unit within Environment and Recreation provides advice on Aboriginal, historic and natural heritage places and objects and provides executive support to the ACT Heritage Council.

The Heritage Unit is seeking Conservation Officers to work as part of a small team responsible for the provision of heritage advice on development applications, managing involvement in legislation compliance and enforcement matters and/or assessment of heritage places and objects. One of these positions will be responsible for Aboriginal Heritage matters.

The successful applicant will be experienced in the analysis and development of policy related to historic and/or Aboriginal heritage issues and legislation and possess the ability to manage, interpret and assess building and development plans according to heritage and planning legislation and guidelines. A customer service focus, highly developed interpersonal and communication skills, and the ability to work effectively as part of a small team are essential.

Eligibility/other requirements: Qualifications and/or relevant work experience in cultural heritage management including architecture or heritage conservation including Aboriginal culture.

Experience in managing cultural heritage information systems, computer databases and GIS highly desirable.

Selection may be based upon application and referee reports only. Please provide contact details of two referees.

Contact Officer: Jennifer O'Connell, (02) 6207 2179 or email jennifer.o'connell@act.gov.au

Selection documentation may be obtained from Helen Dockett (02) 6207 6156 or email helen.dockett@act.gov.au

Or from the recruitment home page: http://www.tams.act.gov.au/work/employment/positions_vacant

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 Strategic Coordination Human Resources

Senior Officer Grade C \$72,695-\$78,381, Canberra (P09746)

Closing date: 23 November 2006

Duties: Provide advice on and implement a range of strategic HR services that are tailored to the needs of business units within Shared Services Centre (SSC). Under the direction of the Strategic HR Manager, provide SSC managers with excellent customer services including on the job coaching to assist managers in the provision of day to day HR services. Collaborate with SSC managers and external experts and HR practitioners to develop, implement and identify improvement opportunities within the SSC and under take projects related to HR initiatives.

Eligibility/other requirements: Demonstrated experience and/or qualifications in a HR related discipline is desirable.

Note: A Joint Selection Committee established in accordance with the Department of Treasury Certified Agreement 2004-2007 will assess all applications for this position.

Contact Officer: Anne Mayberry (02) 620 73810

Selection documentation may be obtained from <http://sharedservices/> or Shared Services Transition Team on (02) 620 52043

Apply: via email to sharedservices@act.gov.au

Shared Services Finance Services Systems

Administrative Service Officer Class 5 \$53,162-\$56,370, Canberra (Expected Vacancy)

Closing date: 23 November 2006

Duties: Deliver financial systems services to and on behalf of ACT Government Agencies. Primary responsibilities include assisting with system administration functions for Oracle Government Financials, maintaining chart of accounts and maintaining Oracle Government Financials licenses.

EMPLOYMENT

Note: A Joint Selection Committee established in accordance with the Department of Treasury Certified Agreement 2004-2007 will assess all applications for this position. The commencement date for this position is 1 February 2007 (unless alternate arrangements are negotiated).

Contact Officer: Vivien Tran (02) 620 53818

Selection documentation may be obtained from <http://sharedservices/> or Shared Services Transition Team (02) 620 52043

Apply: via email to sharedservices@act.gov.au

InTACT

ICT Systems Administrator

Operations Branch

CIT – ICT

Information Technology Officer Grade 2, Salary \$57,414 - \$65,953, Canberra (PN P14294)

Closing date: 30 November 2006

Duties: Receive and accurately record IT incidents and problems reported by customers.

Provide third level IT technical support, advice and problem resolution for customers with first and second level support for onsite technical and service delivery staff.

Escalate incidents to appropriate areas or personnel for action.

Appropriately share and record knowledge of incidents for reporting and problem resolution.

Achieve service levels and meet customer expectations.

Mentor and provide leadership to Information Technology Officer 1 staff as required.

Contact Officer: Bruce Abdilla (02) 62076851.

Contact for Selection Documentation: Stephney Bergl on (02) 62076463 or via the InTACT web site at www.intact.act.gov.au

Apply 14

Canberra

InTACT

Management Accountant

Finance and Accounting Branch, Finance

Senior Officer Grade C, Salary \$72,695-\$78,381 (P14613)

Closing date: 30 November 2006

Preparation of timely, relevant and accurate accrual based financial statements, financial management reports and all other associated correspondence for both internal and external stakeholders. Preparation of all relevant reconciliations including general ledger, goods & services tax (GST) and fringe benefits tax (FBT). Assist in the preparation and monitoring of InTACT's external and internal budgets and forecasts. Manage client relationships, including Shared Services Centre, Procurement Solutions etc.

Relevant tertiary qualifications in accounting as well as CPA or ICA membership, or progression towards these qualifications would be advantageous.

Please note: The occupant of this position will be expected to undergo a Security Clearance to the level of Protected.

Contact Officer: Florence Young on (02) 620 76796

Contact for Selection Documentation: Donna Burns on (02) 620 76224 or via the InTACT web site at www.intact.act.gov.au

Apply 14

Canberra

Shared Services

Finance Services

Accounts Processing

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

Closing date: 30 November 2006

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

Note: A Joint Selection Committee established in accordance with the Department of Treasury Certified Agreement 2004-2007 will assess all applications for this position. The commencement date for this position is 1 February 2007 (unless alternate arrangements are negotiated).

Contact Officer: Alison Eager (02) 620 53811

Selection documentation may be obtained from <http://sharedservices/> or Shared Services Transition Team (02) 620 52043

Apply: via email to sharedservices@act.gov.au <<mailto:sharedservices@act.gov.au>>

EMPLOYMENT

Appointments

ACT HEALTH

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

Beju Sara Varghese: 795-50880, Section 68 (1), 2 November 2006

Administrative Services Officer Class 2, \$37,545 - \$41,634

Lindsay Mary Saker: 780-53102, Section 68 (1), 2 November 2006

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

Laura Ann McNeill: 741-10341, Section 68 (1), 2 November 2006

Health Professional Level 3, \$62,918 - \$66,387 (Up to \$69,763 on achieving personal up-grade)

Rosalyn Venetia Stanton: 795-50944, Section 68 (1), 3 November 2006

Technical Officer Level 1, \$38,824 - \$40,786

Deborah Suzanne Wilson: 788-14928, Section 68 (1), 6 November 2006

Health Service Officer Level 4, \$35,300-\$36,715

Adam Paul Bielecki: 788-14661, Section 68(1), 2 November 2006

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

Marissa Raphael Stone: 788-15023, Section 68 (1), 7 November 2006

Facilities Service Officer Level 3-5, \$34,135-39,196

Michael Frederick Goodhew: 795-51461, Section 68 (1), 9 November 2006

Administrative Services Officer Level 3, \$42,763-\$46,153

Michelle Mary Grabowski: 795-51058, Section 68 (1), 9 November 2006

DEPARTMENT OF DISABILITY, HOUSING AND COMMUNITY SERVICES

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

Jill Micic: 796-72546, Section 68(1), 30 October 2006

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

Renea Moriarty: 796-72503, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Susan Martin: 792-34888, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Louise Grant: 792-34239, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Amanda De Grave: 781-67740, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Samantha Neumann: 792-36285, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Dominic Kaumbuthu: 792-34829, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Sharlene McLean: 792-36357, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Cvetanka Vojneski: 796-72335, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Joelle Delbecq: 796-72394, Section 68(1), 30 October 2006

EMPLOYMENT

Disability Support Officer Level 1 \$35,436-\$36,857

Aileen Wendt: 786-87885, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Jenny McDonald: 792-34247, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Deanne Keagan: 792-36226, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Alan Pascoe: 792-36293, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Anne Thompson: 792-36197, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Ian Leslie: 792-36250, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Fiona Murphy: 792-36234, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Thomas Tomazin: 792-36322, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Michael O'Halloran: 796-72343, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Christine Howle: 792-3306, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Vicki Frasin: 792-36218, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Janelle Brice: 796-72351, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Jessie Smith: 792-36349, Section 68(1), 30 October 2006

Disability Support Officer Level 1 \$35,436-\$36,857

Belinda Lenane: 792-36269, Section 68(1), 15 January 2007

Disability Support Officer Level 1 \$35,436-\$36,857

Colin Wade: 796-72378, Section 68(1), 30 October 2006

CALVARY HEALTH CARE ACT**Registered Nurse Level 1 \$44,000 - 59,454**

Barbara Bruce: , Section 68, 16 November 2006

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

Julie Mackie: , Section 68, 16 November 2006

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**Administrative Services Officer Class 2 \$37,545-\$41,634**

Michelle Dunn: 791-29316, Section 68, 6 November 2006

General Services Officer Level 10 \$57,414-65,953

Michael Crawshaw: 791-31416, Section 68, 6 November 2006

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

Radmila Andric: 791-31491, Section 68, 13 November 2006

EMPLOYMENT

TERRITORY AND MUNICIPAL SERVICES

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

Christopher Brooker: 795-64916, Section 68(1), 6 November 2006

ACT PLANNING AND LAND AUTHORITY

Administrative Services Officer Class 5 \$53,162 to \$56,370

Christopher Pulkkinen: 785-38409, Section 68 (1), 9 November 2006

Administrative Services Officer Class 2 \$37,545 to \$41,634

Kristy Carswell:793-38169, Section 68(1), 9 November 2006

Transfers

DEPARTMENT OF DISABILITY, HOUSING AND COMMUNITY SERVICES

Ms Cathlyn Hoekzema: 757-52434

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

Housing ACT

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

Business Improvement Housing and Community Services, Canberra (PN. P05080)

Ms Cheryl Barson: 547-17154

From: Health Professional Level 4 \$67,211 - \$78,381

Therapy ACT

To: Senior Officer Grade C \$65,571 - \$78,381

Advocacy Review and Quality, Department of Disability, Housing and Community Services, Canberra (PN. P9140)

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:

EMPLOYMENT

- 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;
- 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).

EMPLOYMENT

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

Corporate Services

Information Services Branch

Information Management Section

Susan Jane Colwell: 768-96421

From: APS6, \$58,765-\$63,328

Australian Institute of Health and Welfare

To: @ Administrative Service Officer Level 6, \$57,414 - \$65,953

Information Services Branch, ACT Health, Canberra (PN. 29719) (No.42, 28 September 2006)

Community Health

Continuing Care

Practice Development Unit

Vicki Rhonda Kelly: 710-52633

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

ACT Health

To: † Registered Nurse Level 3.1, \$71,135 - \$74,062

Practice Development Unit, ACT Health, Canberra (PN. 22635) (No.33, 24 August 06)

The Canberra Hospital

Medical SMT

Academic Unit of Internal Medicine

David Larkin: 710-52633

From: Registered Nurse Level 1, \$44,000 - \$59,454

ACT Health

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

Academic Unit of Internal Medicine, ACT Health, Canberra (PN. 03375) (No.35, 07 September 06)

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.

Corporate Services

People & Workplace Services

Andrew Hogan: 765-86626

From: Administrative Services Officer Class 4 \$47,664-\$51,751

Corporate Services, People & Workplace Services

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

Corporate Services, People & Workplace Services, Canberra (PN. 43821) (Gazette No. 33, 24 August 2006)

ACT Law Courts & Tribunals

Judy Talevich: 540-07195

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

ACT Law Courts & Tribunals

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

ACT Law Courts & Tribunals, Civil Section, Canberra (PN. 09784) (Gazette No. 32, 17 August 2006)

EMPLOYMENT

Mary Anne Barr: 340-82550

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

ACT Law Courts & Tribunals

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

ACT Law Courts & Tribunals, Criminal Section, Canberra (PN. 09783) (Gazette No. 32, 17 August 2006)

ACT PLANNING AND LAND AUTHORITY**Development Services Branch****Construction Policy and Regulation Section****Bradley Fox: 778-10415**

From: General Services Officer Level 9 \$49,508 to \$56,170

ACT Planning and Land Authority

To: General Services Officer Level 10 \$57,414 to \$65,953

Construction Policy and Regulation Section, Development Services Branch, ACT Planning and Land Authority
Canberra (PN. 15146) (Gazette No. 39, 5 October 2006)

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

Development Services Branch**Construction Policy and Regulation Section****Vincent Nassar: 785-37887**

From: General Services Officer Level 9 \$49,508 to \$56,170

ACT Planning and Land Authority

To: General Services Officer Level 10 \$57,414 to \$65,953

Construction Policy and Regulation Section, Development Services Branch, ACT Planning and Land Authority
Canberra (PN. 47794) (Gazette No. 39, 5 October 2006)

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

Retirements and dismissals

CHIEF MINISTER'S DEPARTMENT

Section 143 Jun Xiao, AGS No: 757-47627 Senior Officer Grade C 3 November 2006

Section 143 Susan Ann Randall, AGS No: 784-99753 Administrative Service Officer Class 5 20 October 2006-11-07

Section 143 Pamela Maree Schimpf, AGS No: 710-39922 Senior Officer Grade B 11 October 2006

Forfeiture of Office

Cancellations

Corrigenda

ACT PLANNING AND LAND AUTHORITY**Client Services Branch****Communications and Government Services Section**

Gazette Number: 44, Thursday 9 November 2006

Public Affairs Officer 2 \$76,392 to \$90,333, Canberra (PN. Several) advertised on the 9 November 2006, should have read the closing date 23 November 2006 and salary range \$59,805 to \$67,961.

EMPLOYMENT

ACT Public Service Index of addresses

- 05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 2, Canberra Nara Centre, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Health Care ACT. PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION Authority, PO Box 1155, Tuggeranong, ACT 2901
- 09 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
- 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

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