



No. 29, Thursday 21 July, 2005

Contents

General Information	ii
Employment	693

ACT Government Gazette Subscription On-line

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

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

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

www.publishing.act.gov.au/gazette

Printed for the ACT Executive by Publishing Services.
© Australian Capital Territory, Canberra, 2005

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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

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

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

CONTACT DETAILS

ACT Gazette Officer
Publishing Services
GPO Box 158
Canberra Act 2601

ACT Gazette Office
Level 6, Macarthur House
12 Wattle Street
Lyneham ACT 2602

Phone: (02) 6205 0546
Fax: (02) 6205 0266

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

Notices for Publications

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

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

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

Private Notices

The fee for a private notice is as follows:

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

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

Obtaining a copy of the ACT Government Gazette

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

Copyright Notice - Australian Capital Territory

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without written permission from Library and Information Management, Department of Urban Services, ACT Government, GPO Box 158, Canberra ACT 2601. Products and Services advertised in this publication are not necessarily endorsed by the ACT Government.

EMPLOYMENT

ACT Public Service

General Information

Eligibility to apply for advertised vacancies.

All permanent vacancies advertised in the *Gazette* are open to all Australian citizens or permanent residents¹ of Australia except where:

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

Groups with eligibility rights are:

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

Excess Officers

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

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

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

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

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

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

EMPLOYMENT

Vacancies

ACT HEALTH

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

SALARY PACKAGING

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

OFFICE OF THE CHIEF EXECUTIVE

Executive Coordination

Senior Officer Grade A, \$95,918, Canberra (PN. 29472 – expected vacancy)

Closing date: 11 August 2005

Duties: Provide high level strategic advice to the Chief Executive, Executive and the Minister on administrative, coordination and legislative matters as required. Plan, direct and manage the Executive Coordination Team of the Central Office including management of its budget. Manage the Department's relationship with the Cabinet Office, including the preparation of Cabinet and Assembly Business. Manage the Department's relationship with the Minister's Office through timely provision of briefings and responses to correspondence.

Selection documentation may be obtained from Jennifer Eley (02) 6205 0825 or from

<http://www.health.act.gov.au/employment>

Contact Officer: Dr Tony Sherbon (02) 6205 0825

Applicants must quote the above position number when applying.

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

CC: 1021-3278(6121)

COMMUNITY HEALTH

Continuing Care

Allied Health

Health Professional Level 3, \$60,498-67,080, Canberra (PN. 21476)

Closing date: 4 August 2005

Duties: The Continuing Care Podiatry team is seeking applications from an experienced, enthusiastic and suitably qualified Podiatrist to provide a range of complex podiatry services, including screening and evaluation of risk, general podiatry treatment, nail surgery, biochemical assessment and orthotic therapy, wound management, health promotion and supervision in the community setting.

Eligibility/other requirements: Appropriate Degree or Diploma in Podiatry, eligible for registration with the Podiatrists Board of ACT. Eligible for licence to sell and administer local anaesthetic. Current drivers licence.

Note: This temporary position is available to commence asap until October 2005. Applications for part time will also be considered.

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

Contact Officer: Helen Matthews (02) 6205 1496

Applicants must quote the above position number when applying.

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

CC: 2603-3699 (4361)

Continuing Care

Allied Health

Health Professional Level 3, \$60,498-67,080, Canberra (PN. 27451)

Closing date: 4 August 2005

Duties: The Continuing Care Podiatry team is seeking applications from an experienced, enthusiastic and suitably qualified Podiatrist to provide a range of complex podiatry services, including screening and evaluation of risk, general podiatry treatment, nail surgery, biochemical assessment and orthotic therapy, wound management, health promotion and supervision in the community setting.

Eligibility/other requirements: Appropriate Degree or Diploma in Podiatry, eligible for registration with the Podiatrists Board of ACT. Eligible for licence to sell and administer local anaesthetic. Current drivers licence.

Note: This temporary part time position (2.0-2.5 FTE) is available asap until 7 April 2006.

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

Contact Officer: Helen Matthews (02) 6205 1496

Applicants must quote the above position number when applying.

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

CC: 2603-3699 (4361)

EMPLOYMENT

Continuing Care

Allied Health

Health Professional Level 2, \$42,362-58,760, Canberra (PN. 27450)

Closing date: 4 August 2005

Duties: The Continuing Care Podiatry team is seeking applications from enthusiastic and suitably qualified Podiatrists to provide a range of podiatry services, including screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management, and health promotion in the community setting. This position would suit a new or recent graduate.

Eligibility/other requirements: Appropriate Degree or Diploma in Podiatry, eligible for registration with the Podiatrists Board of ACT. Eligible for licence to sell and administer local anaesthetic. Current drivers licence is desirable.

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

Contact Officer: Helen Matthews (02) 6205 1496

Applicants must quote the above position number when applying.

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

CC: 2603-3699 (4341)

Continuing Care

Allied Health

Health Professional Level 1, \$39,626-50,932, Canberra (PN. 20897)

Closing date: 4 August 2005

Duties: The Continuing Care Podiatry team is seeking applications from enthusiastic and suitably qualified Podiatrists to provide a range of podiatry services, including screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management, and health promotion in the community setting. This position would suit a new or recent graduate.

Eligibility/other requirements: Appropriate Degree or Diploma in Podiatry, eligible for registration with the Podiatrists Board of ACT. Eligible for licence to sell and administer local anaesthetic. Current drivers licence is desirable.

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

Contact Officer: Helen Matthews (02) 6205 1496

Applicants must quote the above position number when applying.

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

CC: 2603-3699 (4361)

Acute Support

Diabetes Service

Health Professional Level 3, \$60,498-67,080, Canberra (PN. 25935)

Closing date: 4 August 2005

Duties: The successful applicant will work within a multidisciplinary team to provide pediatric and limited general diabetes psychology assessment, diagnosis and treatment services in the hospital setting to individuals with diabetes. An understanding of the scope and role of psychology services relevant to persons with chronic illness is required along with good communications skills and ability to work in a team environment.

Eligibility/other requirements: Masters degree or equivalent in Clinical Psychology with expertise in diabetes or chronic illness, and Act Psychology Registration is essential.

Note: This is a part time position, working 2.5 days per week.

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

Contact Officer: Erica Wright (02) 6205 5020

Applicants must quote the above position number when applying.

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

CC: 2603-12199(4321)

Acute Support

Diabetes Service

Health Professional Level 4 \$69,899-75,367, Canberra (PN. 22078)

Closing date: 4 August 2005

Duties: The successful applicant will be responsible for clinical supervision, leadership and coordination of nutrition services in a multidisciplinary team across primary and tertiary settings. They will have the knowledge and ability to provide advice to individuals with diabetes and complex needs requiring nutrition intervention. They will also have experience in developing and leading quality improvement projects, the development and implementation of policy and procedures and report writing.

Eligibility/other requirements: Degree in Science plus Graduate Diploma or higher qualification in Nutrition and Dietetics or equivalent. Membership of the Dietitians Association of Australia with APD status. Current drivers licence.

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

Contact Officer: Erica Wright (02) 6205 5020

Applicants must quote the above position number when applying.

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

CC: 2603-12199(4321)

EMPLOYMENT

Acute Support

ACT Diabetes Service

Registered Nurse Level 2, \$57,219-60,757, Canberra (PN. 22686)

Closing date: 5 August 2005

Duties: Work within a multidisciplinary team to provide education and clinical care services for people with diabetes. Use specialised knowledge of diabetes education and clinical care to provide a consultancy role and contribute to the professional development of other health professionals across The Canberra Hospital, Community Health and community based services. Post graduate experience, demonstrated knowledge and experience in the diabetes care and education would be advantageous.

Eligibility/other requirements: Registered or eligible for registration with the ACT Nurses Registration Board.

Note: This is a temporary part time (32 hours per week) vacancy available immediately until 30 June 2006.

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

Contact Officer: Erica Wright (02) 6205 5020

Applicants must quote the above position number when applying.

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

CC: 2603-4193(4321)

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.

Hospital Administration

Clinical Services

Medical Records

Administrative Service Officer Grade 2, \$36,101-40,033, Canberra (PN. 21055)

Closing date: 4 August 2005

Duties: Perform duties for the Medical Record Department including processing incoming mail, document preparation, scanning and indexing of patient clinical records and/or clinical notes for the Clinical Record Information System (CRIS).

Note: This is a permanent full time position working Monday to Friday. The Medical Record Department has three shifts starting at 7.00am, 8.30am and 3.00pm, and the successful applicant can negotiate the shift preferred, subject to the needs of the Department.

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

Contact Officer: Frank Byrne (02) 6244 3331

Applicants must quote the above position number when applying.

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

CC: 2601-3749(2337)

DEPARTMENT OF DISABILITY, HOUSING AND COMMUNITY SERVICES

Audit and Review Unit

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

Performance Auditor – Administrative Service Officer Class 5, \$51,117-\$54,202

Position No: 26033

Closing date: 28 July 2005

The Audit and Review Unit in the Department of Disability Housing and Community Services is seeking to appoint an ASO 5 Internal Performance Auditor to work as part of a dynamic team. The unit supports the Department's senior executives and managers in the management of risks, business activities, and compliance with laws as well as providing secretariat support to the Audit and Review Committee.

For further information contact : Margaret Russell, Manager of Audit and Review

Ph: 62050405: email: margaret.russell@act.gov.au.

EMPLOYMENT

Selection documentation can be obtained from: Amanda Reynolds: Ph: 62071380 and from www.dhcs.act.gov.au
Apply: 10 or emailed to: www.dhcs.recruitment@act.gov.au
CC: 1293-3881

Governance and Strategy Media and Communications Unit

Administrative Service Officer Class 6, Webmaster \$55,206- \$63,416, Canberra (PN. 24177)

Closing date: 28 July 2005

Duties: Reporting to the Manager, Media and Communications, the successful applicant will maintain and develop the Department's website and intranet and manage significant online communications projects, requiring high-level technical website and intranet management skills in a business critical environment.

Applicants will require high-level experience in providing quality online communications advice and solutions in government, utilising relevant web and computer software. Excellent negotiating skills are essential. This is a permanent appointment to the ACT Public Service.

Note: Applicants should address the selection criteria posted on the Department's website www.dhcs.act.gov.au
Suitability may be determined on application and referees reports only. Referees reports must be submitted with the application.

Contact Officer: Don Mackay, Manager, Media and Communications, on telephone 6205 0282.

Apply: 10

CC: 1293-2541

Disability ACT Individual Support Services Community and Family Support

Disability Support Officer Level 1 (DSO1)

Salary range \$32,763 - \$34,076 pa

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

Several temporary 12-month vacancies

Part time hours

Closing date: 5 August 2005

Do you,

- Value the differences and life experiences of people who have a disability.
- Want to be challenged and involved in an innovative project that's aimed at increasing a person's independence.
- Have a sincere desire and commitment to work in the field of disability support.
- Want a personally rewarding career where a can-do flexible approach is given to problem solve issues.

Then we wish to extend an invitation to join our dynamic team and be involved in supporting a gentleman who has a physical disability.

This gentleman in his late sixties and comes from an ethnic background. He is highly intelligent, manages his own day-to-day affairs and enjoys conversing with a wide variety of people.

Support workers are required to assist him make contacts in the Community as well as providing a high standard of personal care are encouraged to apply.

Successful applicants will be expected to adopt a Person Centred Approach to their work, manage and meet targets and demonstrate excellent teamwork. Prior experience is an advantage but not essential as intensive training will be offered to successful applicants. The position will entail shift work.

You will need:

- A current Senior First Aid Certificate (or the ability to obtain before commencement).
- To undergo a police clearance check.

If you believe you have the right attitude and motivation to work with people with a disability we welcome your application.

Contact Officer: Daniel Stiles telephone (02) 6205 8273.

To obtain the selection documentation please access the Departments website www.dhcs.act.gov.au (recruitment) or phone the recruitment line on 6205 0971 (24hr answering service).

A Joint Selection Committee (JSC) may be formed for this recruitment process.

Apply: 10

CC: 1293-2523

CALVARY HEALTH CARE ACT

Nursing Services

ICU

Registered Nurse Level 2 \$57,219 - 60,757, Canberra (PN. 8391)

Closing date: 29 July 2005

Duties: Provide direct patient care of varying complexity, utilising the nursing process and incorporating a risk assessment approach while working within the prescribed legislation.

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

Note: This is an expected vacancy 56-76 hours per fortnight. TTY 6201 6127

EMPLOYMENT

Contact Officer: Rhonda Maher (02) 62016166
Selection documentation may be obtained from Narelle Griffiths (02) 62016160
Apply: 07
CC: 1301-2606

Nursing Services

Zita Mary Oncology Clinic

Registered Nurse Level 2 \$57,219 - 60,757, Canberra (PN. 8718)
Closing date: 29 July 2005
Duties: Provide direct patient care of varying complexity, utilising the nursing process and incorporating a risk assessment approach while working within the prescribed legislation.
Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Board
Note: 64-76 hours per fortnight. TTY 6201 6127
Contact Officer: Sue Minter (02) 62016162
Selection documentation may be obtained from Narelle Griffiths (02) 62016160
Apply: 07
CC: 1301-2606

Nursing Services

Nursing Administration

Registered Nurse Level 2 \$57,219 - 60,757, Canberra (PN. 7103)
Closing date: 29 July 2005
Duties: As a member of a multi-disciplinary team, case manage and provide high quality care and education to individuals and client groups at risk of, or affected by diabetes, encouraging optimal self management using evidence-based practices.
Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Board. Current drivers licence.
Note: Part time 50 hours per fortnight TTY 6201 6127
Contact Officer: Sue Minter (02) 62016162
Selection documentation may be obtained from Narelle Griffiths (02) 62016160
Apply: 07
CC: 1301-2606

Nursing Services

Ward 4W

Registered Nurse Level 2 \$57,219 - 60,757, Canberra (PN. 8941)
Closing date: 29 July 2005
Duties: Provide direct patient care of varying complexity, utilising the nursing process and incorporating a risk assessment approach while working within the prescribed legislation.
Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Board.
Note: 56-76 hours per fortnight. TTY 6201 6127
Contact Officer: Rhonda Maher (02) 62016166
Selection documentation may be obtained from Narelle Griffiths (02) 62016160
Apply: 07
CC: 1301-2606

Nursing Services

Nursing

Registered Nurse Level 2 \$57,219 - 60,757, Canberra (PN. 7074)
Closing date: 29 July 2005
Duties: Be responsible for providing guidance to a delegated number of new/or less experienced staff to achieve an agreed standard of care by planning and co-ordinating the continuum of care and assist in the orientation, education and perceptorship of staff.
Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Board.
Note: Night Duty TTY 6201 6127
Contact Officer: Rhonda Maher (02) 62016166
Selection documentation may be obtained from Narelle Griffiths (02) 62016160
Apply: 07
CC: 1301-2606

Nursing Services

Aged Care and Rehabilitation

Registered Nurse Level 2 \$57,219 - 60,757, Canberra (PN. 8212 & 8250)
Closing date: 29 July 2005
Duties: Provide direct patient care of varying complexity, utilising the nursing process and incorporating a risk assessment approach while working within the prescribed legislation.
Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Board.
Note: 64-76 hours per fortnight. TTY 6201 6127

EMPLOYMENT

Contact Officer: Sue Minter (02) 62016162
Selection documentation may be obtained from Narelle Griffiths (02) 62016160
Apply: 07
CC: 1301-2606

Nursing Services

Clare Holland House

Registered Nurse Level 3 \$63,119 - 68,442, Canberra (PN. 7104)

Closing date: 29 July 2005

Duties: Within the prescribed legislation, provide leadership and be responsible for managing a project to strengthen the bereavement support services, including follow-up services at Clare Holland House and across the ACT.

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

Note: Temporary part time position, 32 hours per fortnight until 1 April 2006. TTY 6201 6127

Contact Officer: Dr Andrew Skeels (02) 62730336

Selection documentation may be obtained from Dr Andrew Skeels (02) 62730336

Apply: 07

CC: 1301-2606

Nursing Services

Clare Holland House

Registered Nurse Level 3 \$63,119 - 68,442, Canberra (PN. 7105)

Closing date: 29 July 2005

Duties: Within the prescribed legislation, provide leadership and be responsible for developing and managing a project to investigate the extent and demand for non-Pharmaceutical Benefits Scheme (PBS) medications in the ACT community.

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

Note: Temporary part time position 32 hours per fortnight until 1 April 2006. TTY 6201 6127

Contact Officer: Dr Andrew Skeels (02) 62730336

Selection documentation may be obtained from Dr Andrew Skeels (02) 62730336

Apply: 07

CC: 1301-2606

Executive

Quality Safty and Risk Unit

Administrative Services Officer Class 6 55,206 - 63,416, Canberra (PN. 8484)

Closing date: 4 August 2005

Duties: Develop a program to assist in the handling of individual complaint, support the management of complaints at an organisational level, work with teams involved in the complaints process and facilitate meaningful and effective consumer participation.

Eligibility/other requirements: Clinical background preferred.

Note: Part time hours 9:30 - 3pm Monday to Friday TTY 6201 6127

Contact Officer: Alice Jones (02) 02 62016818

Selection documentation may be obtained from Lynnet Bridgfoot (02) 02 62016169

Apply: 07

CC: 1301-2606

ACTION AUTHORITY

Engineering Services

North and South Region - Workshop

Cleaner/Fueller Supervisor

General Service Officer Grade 5.4, \$37,494 + 25% shift penalties pa, Canberra (Several Positions)

Closing date: 04 August 2005

ACTION's Cleaner/Fueller Supervisors monitor and maintain work standards, staffing levels, rosters and time docket. Supervisors assist staff to ensure ACTION fleet vehicles are fuelled, cleaned and detailed in accordance with ACTION's standards. Successful applicants should possess demonstrated ability to supervise staff and identify staff development requirements.

Note: Applicants may be required to fill vacancies at Belconnen or Tuggeranong workshops. Suitable applicants will be required to take ACTION's pre-employment medical and police character checks. This position is required to work rostered shifts and Sunday overtime.

Eligibility/Other Requirements: The occupant of this position must hold a current motor vehicle licence and be able to obtain and hold an ACTION specific yard licence.

Contact Officer: Darrell Shepherd on (02) 620 77540.

Selection documentation may be obtained from 24 hour answering service (02) 6207 8076 and is also available from <http://www.action.act.gov.au/career.cfm>

Apply: 08

CC: 1314-2722

EMPLOYMENT

DEPARTMENT OF EDUCATION AND TRAINING

Information for applicants including duty statement and selection criteria is accessible on the Internet at the following address: <http://www.det.act.gov.au/departments/vacancies.htm>. Applications may also be sent via email to: det.employment@act.gov.au

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

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 AND TRAINING NETWORK

Ngunnawal Primary School

School Leader B \$82,546, Canberra (PN. 4041)

Closing date: 4 August 2005

Duties: Assist the principal in discharging the principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the school.

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

Contact Officer: Barbara Muirhead (02) 6205 8182

Selection documentation may be obtained from Deborah Carne (02) 6205 8182

Apply: 12 or via email: det.employment@act.gov.au

CC: 1023-2391

Lyneham High School

School Leader C \$77,237, Canberra (PN. 1999)

Closing date: 4 August 2005

Duties: Leadership and management of the SOSE faculty and special education including an LSU and LSC classes. Focus on team work and student centred delivery.

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

Note: This position is being re-advertised. Previous applicants will need to re-apply.

Contact Officer: Hugh Davies (02) 6205 6399

Selection documentation may be obtained from the Contact Officer (02) 6205 6399

Apply: 12 or via email: det.employment@act.gov.au

CC: 1023-2391

Lyneham High School

School Leader C \$77,237, Canberra (PN. 3736)

Closing date: 4 August 2005

Duties: Leadership and management of the technology faculty and responsibility for information communication technology in a whole school context. Focus on team work and student centred delivery.

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

Contact Officer: Hugh Davies (02) 6205 6399

Selection documentation may be obtained from the Contact Officer (02) 6205 6399

Apply: 12 or via email: det.employment@act.gov.au

CC: 1023-2391

Amaroo School

School Leader C \$77,237, Canberra (PN. 3977)

Closing date: 4 August 2005

Duties: Contribute as a member of the K-10 executive team. Provide curriculum leadership to teaching teams Year 6 to Year 10 and support teachers in implementing Glasser's Choice Theory in their professional practice. Provide strategic leadership in development and implementation of Technology and Science infrastructure and curriculum across K-10.

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

Contact Officer: Anne Huard (02) 6205 2808

Selection documentation may be obtained from the Contact Officer (02) 6205 2808.

Apply: 12 or via email: det.employment@act.gov.au

CC: 1023-2391

EMPLOYMENT

Amaroo School

School Leader C \$77,237, Canberra (PN. 2236)

Closing date: 4 August 2005

Duties: Contribute as a member of the K-10 executive team. Provide curriculum leadership to teaching teams Year 3 to Year 6 and support teachers in implementing Glasser's Choice Theory in their professional practice. Provide strategic leadership in development and implementation of IT infrastructure and curriculum across K-10

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

Contact Officer: Anne Huard (02) 6205 2808

Selection documentation may be obtained from the Contact Officer (02) 6205 2808.

Apply: 12 or via email: det.employment@act.gov.au

CC: 1023-2391

Arawang Primary School

School Assistant 2 - General Assistant \$30,698 - \$34,041, Canberra (PN. 1428)

Closing date: 4 August 2005

Duties: Provide substantial support to the teaching and administrative staff throughout the school. Carry out keyboarding, word processing and computer duties. Assist in the library with tasks associated with the computer system, cataloguing, accessioning, stocktaking and organisation.

Contact Officer: Roz Manley (02) 6205 6877

Selection documentation may be obtained from Simone Underwood (02) 6205 6877

Apply: 12 or via email: det.employment@act.gov.au

CC: 1023-2391

CANBERRA INSTITUTE OF TECHNOLOGY

Division of Learning Services

Student Services

Yurauna Centre

Administrative Service Officer Class 3 \$41,119-\$44,378, Canberra (PN. 54726)

Closing date: 4 August 2005

Duties: Under limited direction provide student support services to Indigenous students across CIT and general support in the operation of the Yurauna Centre including: advise students on their programs of study and other issues relevant to their participation in courses offered by CIT; organise student excursions and activities in liaison with CITSa and Yurauna staff; liaise with relevant agencies and arrange discussion groups to encourage new Aboriginal and Torres Strait Islander students to enrol in CIT courses; visit ACT and regional schools in accord with CIT Careers Educators to provide advice to Aboriginal and Torres Strait Islander students on training options.

Eligibility/other requirements: Mandatory: Drivers licence. Other: Aboriginality is a genuine occupational qualification for this position.

Note: This position is for permanent filling and is an Indigenous Australian identified position.

Contact Officer: Caroline Hughes (02) 6207 3308

Selection documentation may be obtained from Lynn Bell-Towers (02) 62073330 or Lynn.Bell-Towers@act.gov.au

Apply: Lynn Bell-Towers, Division of Learning Services, Canberra Institute of Technology, PO Box 826, CANBERRA ACT 2601

CC: 1294-2549

Canberra Institute of Technology

Faculty of Tourism & Hotel Management

ASO 3 salary range \$41,119 – \$44,378, Canberra (two positions PN. 54515 & 54517)

Permanent

Closing date: Thursday 4 August 2005 at 4:00pm

Duties: Under general direction provide comprehensive executive and administrative support to the Faculty

Management Team including:

Attend to the complex enquiries relating to the Faculty Management Team. Liaise with members of the Institute and external agencies at all levels. Enter and update Faculty databases including a client relation database and survey data.

Contact Officer: Mark Evans (02) 6207 3192

Selection documentation may be obtained from Kay Stoquart (02) 6207 3231 or email kay.stoquart@cit.act.edu.au

Apply: Faculty of Tourism & Hotel Management, Canberra Institute of Technology, PO Box 826, CANBERRA ACT 2601

CC: 1294-2553

Corporate Services Division

Human Resources Unit

Workforce Development

ASO6 \$55,206-\$63,416, Canberra PN. 54046

Closing date: 4 August 2005

EMPLOYMENT

Duties: Provide strategic advise to Faculties/divisions regarding their staff development issues. Contribute to the design, development and delivery of staff development programs for the institute. Over see the coordination and promotion of staff development programs, identify training needs, and negotiate with training providers. Undertake investigation, research and prepare information on policies and guidelines relating to workforce development. Liase with other areas of the Institute, other Government authorities and external agencies. Prepare articles for newsletters and maintain financial and other records.

Eligibility/other requirements: Highly desirable Certificate IV in Workplace Training and Assessment or equivalent. Tertiary qualifications in human resource management, human resource development or other relevant disciplines, including business management, organisational psychology and social science would be an advantage.

Note: Selection for this position may be based on application and referee reports only and may not include interview.

Contact Officer: Samantha Bond (02) 602 74828

Selection documentation may be obtained from Kerry Fitzgerald (02) 620 73108 or email kerry.fitzgerald@cit.act.edu.au

Apply: Kerry Fitzgerald, Recruitment Officer, Corporate Services Division, GPO Box 826, Canberra, ACT, 2601 or email kerry.fitzgerald@cit.act.edu.au

CC: 1294-2548

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, Human Resource Management, Department of Justice and Community Safety, GPO Box 158, Canberra ACT 2601.

ACT Law Courts and Tribunals

Criminal

Administrative Service Officer Class 6 \$55,206-\$63,416, Canberra (PN. 45907)

Closing date: 28 July 2005

Duties: Demonstrated ability to liaise sensitivity and effectively with Aboriginal and Torres Strait Islanders and other culturally diverse communities and families, and to understand and relate to issues that effect them, especially in relation to the justice system. Well-developed interpersonal/counselling abilities including liaison, negotiation and representational skills. Sound organisational skills including the ability to set priorities to achieve outcomes. Clearly demonstrated involvement in the Aboriginal and Torres Strait Islander community. Demonstrated understanding of commitment to customer service, principles of workplace diversity, participative work practices and occupational health and safety.

Eligibility/other requirements: Aboriginality is considered essential (Section 42, Discrimination Act 1991)

Note: Closing date is 7days

Contact Officer: Athol Morris (02) 6217 4228

Selection documentation may be obtained from 24 Hour Answering Machine (02) 6217 4229 and <http://www.jcs.act.gov.au/recruitment.html>

Apply: 28

CC: 1022-3838

ACT EMERGENCY SERVICES AUTHORITY

ACT Emergency Services Authority

Operational Support

Senior Officer Grade A \$95,918, Canberra (PN. 7450)

Closing date: 4 August 2005

Duties: Provide effective coordination of ACT Emergency Services Authority (ESA) capability development in conjunction with the Services to deliver and support the most appropriate capabilities for operations. Manage the capability project planning activities through the Capability Board and provide support to the associated ESA finance and budgetary processes. Manage major complex ESA procurements in conjunction with the Procurement Solutions and Government Solicitors Office.

Eligibility/other requirements: Professional training or equivalent experience in complex capital equipment procurement, Post Graduate qualifications in a management discipline and Tertiary qualifications in information management are highly desirable.

Contact Officer: Steve Ayling (02) 62078309

Selection documentation may be obtained from Vicki Ollenich (02) 62078471

Or from the recruitment home page: www.esa.act.gov.au/aboutus/employment/vacancies.html

Apply: 13

CC: 1907-11913

Corporate Services

Strategic HR

Senior Officer Grade C \$69,899 - \$75,367, Canberra (PN. 7537)

EMPLOYMENT

Closing date: 4 August 2005

Duties: Assist the HR Manager in the administration of the strategic management of human resources in the Emergency Services Authority (ESA). Develop and maintain links with the operational services of ESA to achieve a corporate approach to human resource management across ESA. Develop, implement and evaluate human resource policies, practices and systems.

Contact Officer: Sue Rixon (02) 6207442

Selection documentation may be obtained from Vicki Ollenich (02) 62078471

Or from the recruitment home page: www.esa.act.gov.au/aboutus/employment/vacancies.html

Apply: 13

CC: 1907-11375

Corporate Services

Strategic HR

Administrative Service Officer Class 6 \$55,206 - \$63,416, Canberra (PN. 7478)

Closing date: 4 August 2005

Duties: Under limited direction, facilitate or undertake strategic research, policy analysis & development in relation to OH&S & injury prevention. Provide advice to the executive, managers & members on OH&S matters. Coordinate and conduct training & education programs for managers and members on injury prevention and management issues.

Eligibility/other requirements: Tertiary qualifications in occupational health and safety or progression toward same is desirable.

Contact Officer: Sue Rixon (02) 6207442

Selection documentation may be obtained from Vicki Ollenich (02) 62078471

Or from the recruitment home page: www.esa.act.gov.au/aboutus/employment/vacancies.html

Apply: 13

CC: 1907-11375

Corporate Services

Financial Management

Administrative Service Officer Class 5 \$51,117 - \$54,202, Canberra (PN. 10370)

Closing date: 4 August 2005

Duties: The Emergency Services Authority is seeking a person with a strong financial background in accounts payable and accounts receivable to fill the position of Finance Officer. The person will need to have excellent communication and leadership skills to supervise a small team and liaise with internal and external clients. Demonstrated experience with Oracle Financials or similar FMIS is essential to perform the duties of the position.

Eligibility/other requirements: Qualifications in Accounting/Commerce or working towards a relevant qualification

Contact Officer: Leanne Thomas (02) 62078413 or David Quale (02) 62079213

Selection documentation may be obtained from Vicki Ollenich (02) 62078471

Or from the recruitment home page: www.esa.act.gov.au/aboutus/employment/vacancies.html

Apply: 13

CC: 1907-11375

ACT PLANNING AND LAND AUTHORITY

Land Planning and Projects Branch

Land Strategy and Assets Section

Senior Professional Officer Grade C, \$69,899-\$75,367, Canberra (PN. 15394)

Closing date: 4 August 2005

Do you have sound land use planning and analysis skills? If so, there is an opportunity in the Land Strategy and Assets Section. Key responsibilities include assessing the implications of economic, social and demographic changes on how much land should be supplied to meet the community's needs for residential, commercial and community land. There is also the opportunity to analyse and provide advice on planning and development policies, especially in relation to retailing and industrial land policies.

Eligibility/other requirements: Qualifications in urban and regional planning, geography, economics or a related discipline.

Contact Officer: Mike Quirk (02) 6207 1635 or email mike.quirk@act.gov.au

Selection documentation may be obtained from Rosetta Goodrich (02) 6207 1949 or rosetta.goodrich@act.gov.au

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

Apply: 34

CC: 2346-3737

DEPARTMENT OF TREASURY

Finance and Budget

Executive

Administrative Service Officer Class 6 \$55,206-\$63,416, Canberra (PN. 3868)

Closing date: 4 August 2005

EMPLOYMENT

The Finance and Budget Division is responsible for developing the Territory's annual budget; annual financial statements and reporting to the Government on the ACT's financial position. The Division monitors and analyses the financial performance of Government entities, which includes financial statements, capital works, and performance monitoring against set targets and benchmarks. The Division also provides high-level advice to Government on resource allocation, financial management issues and policy development.

Duties: Coordinate workflow for the Executive Director of the Division and several other Directors, under limited direction and within a pressurised environment by, managing telephone calls, the Directors diaries, and ensuring Directors have access to the necessary information for required meetings. Monitor deadlines and assist with prioritisation and processing of workflow within Directors offices, ensuring quality of output by checking document formatting, relevant attachments are present and timelines. Managing and tracking all incoming and outgoing documents received in Directors' Offices on the TRIM system, including Ministerial and Cabinet in Confidence information, undertaking research, liaison and coordination on behalf of the Directors, drafting briefs and correspondence as required. Liaising with the Cabinet Liaison and Department Liaison Officers regarding the progression of work prepared by the Division through Cabinet and Treasurers' Offices.

Coordination and preparation of the Divisions quarterly performance management reporting information

Contact Officer: Kate Nesar (02) 6207 6141

Selection documentation may be obtained from Shelley Johnston (02) 6207 2551

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

Apply: 06 or via email to recruitment.officer@act.gov.au

CC: 1298-2575

Finance and Budget

Budget Strategy and Report

Senior Officer Grade C \$69,899-\$75,367, Canberra (PN.42032)

Closing date: 4 August 2005

The Finance and Budget Division is responsible for developing the Territory's annual budget; annual financial statements and reporting to the Government on the ACT's financial position. The Division monitors and analyses the financial performance of Government entities, which includes financial statements, capital works, and performance monitoring against set targets and benchmarks. The Division also provides high-level advice to Government on resource allocation, financial management issues and policy development.

Duties: The duties of the position will involve high level policy advice and project co-ordination work including: preparing reports and budget documentation as part of meeting the Territory's reporting requirements; external reports to the Australian Bureau of Statistics and Commonwealth Grants Commission, analysing and preparing whole-of-government financial statements; analysing agency financial results, budget proposals and budget adjustments; undertaking complex investigations, research and analysis; providing advice to senior managers and the government; and supervising and developing staff

Contact Officer: Kate Nesar (02) 6207 6141

Selection documentation may be obtained from Shelley Johnston (02) 6207 2551

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

Apply: 06 or via email to recruitment.officer@act.gov.au <<mailto:recruitment.officer@act.gov.au>>

CC: 1298-2575

Finance and Budget

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

Closing date: 4 August 2005

The Finance and Budget Division is responsible for developing the Territory's annual budget; annual financial statements and reporting to the Government on the ACT's financial position. The Division monitors and analyses the financial performance of Government entities, which includes financial statements, capital works, and performance monitoring against set targets and benchmarks. The Division also provides high-level advice to Government on resource allocation, financial management issues and policy development.

Duties: As a senior member of a team, you will provide high-level advice on the performance and budgetary aspects of ACT Government agencies, establishing and maintaining effective working relationships within the Department and with other government agencies, as well as representing the Department on working groups and committees. You will be required to manage the development of high-level reports, project work and complex investigations, research and analysis.

Contact Officer: Kate Nesar (02) 6207 6141

Selection documentation may be obtained from Shelley Johnston (02) 6207 2551

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

Apply: 06 or via email to recruitment.officer@act.gov.au

CC: 1298-2575

Finance and Budget

Budgets Management and Analysis

Senior Officer Grade C \$69,899-\$75,367, Canberra (PN. 1488)

Closing date: 4 August 2005

The Finance and Budget Division is responsible for developing the Territory's annual budget; annual financial statements and reporting to the Government on the ACT's financial position. The Division monitors and analyses the

EMPLOYMENT

financial performance of Government entities, which includes financial statements, capital works, and performance monitoring against set targets and benchmarks. The Division also provides high-level advice to Government on resource allocation, financial management issues and policy development.

Duties: As a senior financial analyst, you will be required to assist in the development, coordination and preparation of budget-related information, reports and briefing material; draft reports, briefings and correspondence; and undertake analysis of agency financial statements and other financial and non-financial performance data. Analysts are required to represent the Department through regular liaison with agencies and Government businesses.

Contact Officer: Kate Nesor (02) 6207 6141

Selection documentation may be obtained from Shelley Johnston (02) 6207 2551

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

Apply: 06 or via email to recruitment.officer@act.gov.au

CC: 1298-2575

Finance and Budget

Budget Strategy and Reform

Administrative Service Officer Class 6 \$55,206-\$63,416, Canberra (PN. 1319)

Closing date: 4 August 2005

The Finance and Budget Division is responsible for developing the Territory's annual budget; annual financial statements and reporting to the Government on the ACT's financial position. The Division monitors and analyses the financial performance of Government entities, which includes financial statements, capital works, and performance monitoring against set targets and benchmarks. The Division also provides high-level advice to Government on resource allocation, financial management issues and policy development.

Duties: As a financial analyst, you will be required to prepare reports and budget documentation as part of meeting the Territory's external reporting requirements; analyse and prepare whole-of-government financial statements; analyse agency financial results and budget adjustments; undertake complex investigations, research and analysis; and provide advice to senior managers and the government.

Contact Officer: Kate Nesor (02) 6207 6141

Selection documentation may be obtained from Shelley Johnston (02) 6207 2551

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

Apply: 06 or via email to recruitment.officer@act.gov.au

CC: 1298-2575

ACT Insurance Authority

Administrative Service Officer Class 5 \$51,117-\$54,202, Canberra (PN. 56110)

Closing date: 4 August 2005

The objectives of ACTIA are to enable the Territory to meet the costs of its insurable claims and losses in an orderly, timely and cost-effective manner, to protect the Budget from the risk of very large claims and to aid and improve risk management practices in all agencies.

Duties: As Claims Officer together with other Claims Officers, be responsible for the management, monitoring and performance evaluation of claims assessment facilities. Be responsible together with other Claims Officers for overseeing the maintenance of an accurate computer based claims handling system including all data input and system upkeep. Liaise where appropriate with insured ACT Government agencies and the ACT Government Solicitor and other service providers. Provide advice to the Underwriting Manager and the General Manager as required on all claims issues. Work closely with, and ensure that, the Risk Managers are aware of major claims events and changes to existing claim liabilities.

Eligibility/other requirements: Progress towards completion of the Associateship of the Australian New Zealand Institute of Insurance and Finance would be highly regarded. Preferable that applicants have claims handling experience for major Government property and liability accounts as a claims officer.

Contact Officer: Kathryn Cockerill (02) 6207 0373

Selection documentation may be obtained from Carol Wall (02) 6207 0184

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

Apply: 06 or via email to recruitment.officer@act.gov.au

CC: 2076-2668

Appointments

ACT HEALTH

Technical Officer Grade 1, \$37,330-39,217

Jean Davies: 788-14696, Section 68(1), 1 July 2005

CC: 2601-3707(3141)

EMPLOYMENT

DEPARTMENT OF DISABILITY, HOUSING AND COMMUNITY SERVICES

OFFICE FOR CHILDREN, YOUTH AND FAMILY SUPPORT

Administrative Service Officer Class 2 \$36,102-\$40,033

Nicholas John Phibbs: 779-05262, Section 68(1), 17 July 2005
CC: 1023-2391

CALVARY HEALTH CARE ACT

Registered Nurse Level 1 \$40,681 - 56,041

Corinne Om: , Section 68, 14 July 2005
CC: 1301-2606

DEPARTMENT OF EDUCATION AND TRAINING

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

Denise Maree Bridges: 787-43322, Section 68(1), 18 July 2005
CC: 1023-2391

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

Linda Maree Keane: 777-84413, Section 68(1), 18 July 2005
CC: 1023-2391

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

Sandra Joy Watt: 774-73076, Section 68(1), 18 July 2005
CC: 1023-2391

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

Christine Ann Durward: 787-41319, Section 68(1), 18 July 2005
CC: 1023-2391

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

Louise Ann Wright: 772-20204, Section 68(1), 18 July 2005
CC: 1023-2391

CANBERRA INSTITUTE OF TECHNOLOGY

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

Warwick James Miles: 778-76166, Section 68(1), 15 July 2005
CC: 1294-2549

Teacher Band 1 \$49,534 - \$71,304

Brian Coates: 719-28818, Section 68(1), 11 July 2005
CC: 1294-2551

Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 137 of the Canberra Institute of Technology (Teaching Staff Component) Certified Agreement 2004-2006.

Teacher Band 1 \$49,534 - \$71,304

Philip Braido: 771-72986, Section 68(1), 11 July 2005
CC: 1294-2551

Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 137 of the Canberra Institute of Technology (Teaching Staff Component) Certified Agreement 2004-2006.

DIRECTOR OF PUBLIC PROSECUTIONS

Paralegal level 1 (Lower) \$36,101 – \$40,003

Daniel Coombes: 787-12657, Section 68 (1), 7 July 2005
Cc 1022-3836

Paralegal level 1 (upper) \$42,188 - \$45,832

Jennifer Maree Tracey: 787-12649, Section 68 (1), 6 July 2005
Cc 1022-3836

EMPLOYMENT

Prosecutor Grade 1 (lower) \$45,190 - \$51,453

Diana Price: 787-12665, Section 68 (1), 18 July 2005
Cc 1022-3836

Prosecutor Grade 1 (lower) \$45,190 - \$51,453

Lucinda Houlst: 787-12681, Section 68 (1), 28 July 2005
Cc 1022-3836

Prosecutor Grade 1 (lower) \$45,190 - \$51,453

Erin Louise McAuley: 787-12673, Section 68 (1), 25 July 2005
Cc 1022-3836

DEPARTMENT OF TREASURY**Senior Officer Grade C \$69,899-\$75,367**

Gail Knight: 784-99841, Section 68 (1), 12 July 2005
CC: 1026-2621

Transfers

ACT HEALTH

Allison Elizabeth Berry: 260-81822
From: Registered Nurse Level 2, \$57,219-60,757
ACT Health, Continuing Care, Link Team
To: Registered Nurse Level 2, \$57,219-60,757
Nursing Phillip, ACT Health, Canberra (PN. 22732) (No 19, 12 May 2005)
CC: 2603-3699(4371)

DEPARTMENT OF URBAN SERVICES**Andrew Butt: 733-29843**

From: Administrative Service Officer Class 2 \$36,101-\$40,033
Department of Urban Services
To: Administrative Service Officer Class 2 \$36,101-\$40,033
ACT Libraries & Information Services, Municipal Service Network, Department of Urban Services, Canberra (PN. 46078) (Section 83 transfer, Date of effect: 7 July 2005)
CC: 1063-2446

Michelle Walters: 757-51562

From: Administrative Service Officer Class 2 \$36,101-\$40,033
Department of Urban Services
To: Administrative Service Officer Class 2 \$36,101-\$40,033
ACT Libraries & Information Services, Municipal Service Network, Department of Urban Services, Canberra (PN. 46078) (Section 83 transfer, Date of effect: 7 July 2005)
CC: 1063-2446

Kieu Thu Nguyen: 767-83320

From: From: Administrative Service Officer Class 2 \$36,101-\$40,033
Department of Urban Services
To: Administrative Service Officer Class 2 \$36,101-\$40,033
ACT Libraries & Information Services, Municipal Service Network, Department of Urban Services, Canberra (PN. 46071) (Section 83 transfer, Date of effect: 27 June 2005)
CC: 1063-2446

EMPLOYMENT

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;
- 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);

EMPLOYMENT

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

PART 2. INTERNAL REVIEW

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

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

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

How to lodge an internal review

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

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

Agency/ Statutory Authority	Inquiries number	Relevant parts of Agency Certified Agreement
ACTION	<ul style="list-style-type: none"> ● Manager, Personnel and Recruitment on 6207 8068 	<p>Appeals</p> <ul style="list-style-type: none"> ● ACTION Authority Certified Agreement 2004-2007, Section M –Appeal Mechanism <p>Internal review</p> <ul style="list-style-type: none"> ● ACTION Authority Certified Agreement 2004-2007, Section L – Internal Review
ACT Corrective Services	<ul style="list-style-type: none"> ● Recruitment Officer on 6207 3985 ● Manager (Industrial Relations) on 6205 0507 ● Director (Human Resources) on 6207 0405 	<p>Appeals</p> <ul style="list-style-type: none"> ● Department of Justice and Community Safety Custodial Officers Certified Agreement 2004-2007, Section M – Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> ● Department of Justice and Community Safety Custodial Officers Certified Agreement 2004-2007, Section L – Internal Review

EMPLOYMENT

ACT Legislative Assembly Secretariat	<ul style="list-style-type: none"> Corporate Services on 6205 0150 	<p>Appeals</p> <ul style="list-style-type: none"> Legislative Assembly Secretariat Certified Agreement 2004-2007, Section M, Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> Legislative Assembly Secretariat Certified Agreement 2004-2007, Section L – Internal Review
ACT Workcover	<ul style="list-style-type: none"> Manager, Human Resources on 6207 0995 	<p>Appeals</p> <ul style="list-style-type: none"> ACT Workcover Certified Agreement 2004-2007, Section M – Appeal Mechanism <p>Internal review</p> <ul style="list-style-type: none"> ACT Workcover Certified Agreement 2004-2007, Section L – Internal Review
Australian Capital Tourism	<ul style="list-style-type: none"> Recruitment Officer on 6205 0610 	<p>Appeals</p> <ul style="list-style-type: none"> Australian Capital Tourism Corporation Agreement 2004-2007, Section M – Appeal Mechanism <p>Internal review</p> <ul style="list-style-type: none"> Australian Capital Tourism Corporation Agreement 2004-2007, Section L – Internal Review
Auditor-General's Office	<ul style="list-style-type: none"> Manager, Corporate Services on 6207 0875 	<p>Appeals</p> <ul style="list-style-type: none"> ACT Auditor-General's Office Certified Agreement 2004-2007, Section L – Appeal Mechanism <p>Internal review</p> <ul style="list-style-type: none"> ACT Auditor-General's Office Certified Agreement 2004-2007, Section K – Internal Review
Canberra Institute of Technology	<ul style="list-style-type: none"> Senior Manager, Human Resources on 6207 3561 	<p>Appeals</p> <ul style="list-style-type: none"> Canberra Institute of Technology General Staff Certified Agreement 2004-2007, Section M- Appeal Mechanism; Canberra Institute of Technology Teaching Component Certified Agreement 2003-2006– Section K – Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> Canberra Institute of Technology General Staff Certified Agreement 2004-2007, Section L – Internal Review Canberra Institute of Technology Teaching Component Certified Agreement – Section J – Internal Review
Chief Minister's Department	<ul style="list-style-type: none"> Recruitment Officer on 6205 0610 	<p>Appeals</p> <ul style="list-style-type: none"> Chief Minister's Certified Agreement 2004-2007, Section M – Appeal Mechanism (note clause 121.4 of Part 2) <p>Internal Review</p> <ul style="list-style-type: none"> Chief Minister's Certified Agreement 2004-2007, Section L- Internal Review

EMPLOYMENT

<p>Cultural Facilities Corporation</p>	<ul style="list-style-type: none"> ● Human Resource Officer on 6205 2217 	<p>Appeals</p> <ul style="list-style-type: none"> ● Cultural Facilities Corporation (Enterprise Bargaining) 2004-2007, Section M - Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> ● Cultural Facilities Corporation (Enterprise Bargaining) 2004-2007, Section L – Internal Review
<p>Department of Treasury</p>	<ul style="list-style-type: none"> ● Recruitment Officer on 6205 0610 	<p>Appeals</p> <ul style="list-style-type: none"> ● Department of Treasury Certified Agreement 2004-2007, Section M – Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> ● Department of Treasury Certified Agreement 2004-2007, Section L- Internal Review
<p>Department of Economic Development</p>	<ul style="list-style-type: none"> ● Recruitment Officer on 6205 0610 	<p>Appeals</p> <ul style="list-style-type: none"> ● Chief Minister’s Certified Agreement 2004-2007, Section M – Appeal Mechanism (note clause 121.4 of Part 2) <p>Internal Review</p> <ul style="list-style-type: none"> ● Chief Minister’s Certified Agreement 2004-2007, Section L- Internal Review
<p>Department of Education and Training</p>	<ul style="list-style-type: none"> ● Human Resource inquiries on 6207 9700 	<p>Appeals</p> <ul style="list-style-type: none"> ● ACT Department of Education and Training Teaching staff Certified Agreement 2004-2006, Section H – Appeal Mechanism; ● ACT Department of Education and Training Staff Certified Agreement 2004-2007, Section M – Appeal Mechanism <p>Internal review</p> <ul style="list-style-type: none"> ● ACT Department of Education and Training Teaching staff Certified Agreement 2004-2006, Section G, Internal Review; ● ACT Department of Education and Training Staff Certified Agreement 2004-2007, Section L- Internal Review
<p>Department of Disability, Housing and Community Services</p>	<ul style="list-style-type: none"> ● Recruitment Officer on 6205 0203 	<p>Appeals</p> <ul style="list-style-type: none"> ● Department of Disability, Housing and Community Services Certified Agreement 2004-2007, Section M - Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> ● Department of Disability, Housing and Community Services Certified Agreement 2004-2007, Section L, Internal Review

EMPLOYMENT

<p>Department of Health</p>	<ul style="list-style-type: none"> ● Appeals Panel Convenor on 6205 1536 	<p>Appeals</p> <ul style="list-style-type: none"> ● ACT Health Clerical, Technical, Professional, Health Service Officer's Certified Agreement 2004-2007, Section M – Appeal Mechanism; ● ACT Public Sector Nursing Staff Agreement 2004-2007, Section M- Appeal Mechanism; ● ACT Health Portfolio Interim Medical Officers Agreement 2004-2005, Section K – Appeal Mechanism <p>Internal review</p> <ul style="list-style-type: none"> ● ACT Health Clerical, Technical, Professional, Health Service Officer's Certified Agreement 2004-2007, Section L – Internal Review; ● ACT Public Sector Nursing Staff Agreement 2004-2007, Section L – Internal Review; ● ACT Health Portfolio Interim Medical Officers Agreement 2004-2005, Section J, Internal Review
<p>Department of Justice and Community Safety, including:</p> <ul style="list-style-type: none"> ● Elections ACT; ● Human Rights Office; ● Office of Community Advocate. 	<ul style="list-style-type: none"> ● Recruitment Officer on 6207 3985 ● Manager (Industrial Relations) on 6205 0507 ● Director Human Resources on 6207 0405 	<p>Appeals</p> <ul style="list-style-type: none"> ● Department of Justice and Community Safety Certified Agreement 2004-2007, Section M - Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> ● Department of Justice and Community Safety Certified Agreement 2004-2007, Section L – Internal Review
<p>Department of Urban Services</p>	<ul style="list-style-type: none"> ● Human Resources inquiries on 6207 5653 	<p>Appeals</p> <ul style="list-style-type: none"> ● Department of Urban Services Certified Agreement 2004-2007, Section M and Part 2, Section B <p>Internal review</p> <ul style="list-style-type: none"> ● Department of Urban Services Certified Agreement 2004-2007, Section L- Internal Review
<p>Director of Public Prosecutions</p>	<ul style="list-style-type: none"> ● Office Manager on 6247 3800 	<p>Appeals</p> <ul style="list-style-type: none"> ● Department of Justice and Community Safety Certified Agreement 2004-2007, Section M - Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> ● Department of Justice and Community Safety Certified Agreement 2004-2007, Section L – Internal Review

EMPLOYMENT

<p>Emergency Services Authority</p>	<ul style="list-style-type: none"> ● Recruitment Advisor on 6207 8471. <p>If unavailable:</p> <ul style="list-style-type: none"> ● Human Resource Advisor on 6207 8194; or ● Manager, Human Resources on 6207 8442 	<p>Appeals</p> <ul style="list-style-type: none"> ● Emergency Services Authority Certified Agreement 2004-2007, Section M – Appeal Mechanism; ● ACT Ambulance Service Certified Agreement 2004-2007, Section M - Appeal Mechanism ● ACT Fire Brigade Certified Agreement 2004-2006, Schedule 9 <p>Internal Review</p> <ul style="list-style-type: none"> ● Emergency Services Authority Certified Agreement 2004-2007, Section L- Internal Review ● ACT Ambulance Service Certified Agreement 2004-2007 Section L, Internal Review ● ACT Fire Brigade Certified Agreement 2004-2006 Schedule 7
<p>Exhibition Park in Canberra</p>	<ul style="list-style-type: none"> ● Human Resources on 6241 3022 	<p>Appeals</p> <ul style="list-style-type: none"> ● Exhibition Park In Canberra Certified Agreement 2004-2007, Section M- Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> ● Exhibition Park In Canberra Certified Agreement 2004-2007, Section L – Internal Review
<p>InTACT</p>	<ul style="list-style-type: none"> ● Manager, Human Resources on 6207 3810; or ● Manager, HR Operations 6207 6224 	<p>Appeals</p> <ul style="list-style-type: none"> ● Department of Treasury Certified Agreement 2004-2007, Section M – Appeal Mechanism <p>Internal Review</p> <p>Department of Treasury Certified Agreement 2004-2007, Section L- Internal Review</p>
<p>Long Service Leave Boards</p>	<ul style="list-style-type: none"> ● Registrar on 6247 3900 	<p>Appeals</p> <ul style="list-style-type: none"> ● Chief Minister's Certified Agreement 2004-2007, Section M – Appeal Mechanism (note clause 121.4 of Part 2) <p>Internal Review</p> <ul style="list-style-type: none"> ● Chief Minister's Certified Agreement 2004-2007, Section L- Internal Review
<p>Office of Children, Youth and Family Support</p>	<ul style="list-style-type: none"> ● Recruitment Officer on 6205 0203 	<p>Appeals</p> <ul style="list-style-type: none"> ● Office for Children, Youth and Family Support Certified Agreement 2004-2007, Section M – Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> ● Office for Children, Youth and Family Support Certified Agreement 2004-2007, Section L, Internal Review
<p>Planning and Land Authority</p>	<ul style="list-style-type: none"> ● Human Resources Manager on 6207 1914 	<p>Appeals</p> <ul style="list-style-type: none"> ● ACT Planning and Land Authority Certified Agreement 2004-2007, Section M – Appeal Mechanism <p>Internal Review</p> <ul style="list-style-type: none"> ● ACT Planning and Land Authority Certified Agreement 2004-2007, Section L – Internal Review

EMPLOYMENT

ACT HEALTH

Community Health

Continuing Care

Nursing Belconnen

Joanne Ruth Boal: 740-92171

From: Registered Nurse Level 1, \$40,681-56,041

ACT Health

To: Registered Nurse Level 2, \$57,219-60,757

Nursing Belconnen, ACT Health, Canberra (PN. 22689) (No. 19,12 May 2005)

CC: 2603-3699(4332)

CALVARY HEALTH CARE ACT

Nursing Services

Ward 4W

Virginia Doyle: 261-57364

From: Registered Nurse Level 2 \$57,219 -60,757

Calvary Health Care ACT

To: Registered Nurse Level 3 \$63,119 - 68,442

Ward 4W Calvary Health Care ACT, Canberra (PN. 8204) (22 2 June 2005)

CC: 1301-2606

Nursing Services

Zita Mary Oncology Clinic

James Fursdon: 749-69455

From: Registered Nurse Level 2 \$57,219 - 60,757

Calvary Health Care ACT Limited

To: Registered Nurse Level 3 \$63,119 - 68,442

Zita Mary Oncology Clinic Calvary Health Care ACT Limited, Canberra (PN. 8966) (21 26 May 2005)

CC: 1301-2606

DEPARTMENT OF EDUCATION AND TRAINING

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

EDUCATION AND TRAINING NETWORK

Curtin Primary School

Judith Ann Geeves: 778-97127

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

Department of Education and Training

To: † School Leader C \$77,237

Curtin Primary School, Department of Education and Training, Canberra (PN. 3792) (No. 12, 24 March 2005)

CC: 1023-2391

Melba High School

Minos John Nikolaidis: 744-98614

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

Department of Education and Training

To: † School Leader C \$77,237

Melba High School, Department of Education and Training, Canberra (PN. 32638) (No. 21, 26 May 2005)

CC: 1023-2391

Kambah High School

Shane William Harris: 743-48827

From: Building Services Officer \$31,897-\$34,982

Department of Education and Training

To: Administrative Service Officer Class 2 \$36,102-\$40,033

Kambah High School, Department of Education and Training, Canberra (PN. 38842) (No. 19, 12 May 2005)

Note: This position is classified as a School Assistant 2

CC: 1023-2391

EMPLOYMENT**CANBERRA INSTITUTE OF TECHNOLOGY****Canberra Institute of Technology
Education Delivery
Faculty of Design****Silk, Therese Anne: 501 - 38921**

From: Technical Officer Grade 3 \$47,603.00 to \$54,010.00

CIT, Faculty of Design

To: Teacher Band 1 \$49,534.00 to \$61,524.00

CIT, Faculty of Design, Canberra (PN. 51902)

Duties: Under general direction undertake a range of functions directly related to educational delivery, with particular emphasis on team leadership and coordination of activities to agreed performance objectives. This includes; organise and/or lead relevant field work and student excursions as required or allowed by the curriculum, coordinate exhibitions, fashion parades and promotion of student's work, locally and interstate, counsel and advise students on their programs of study and other issues relevant to their studies.

As a teacher you will be required to assist in enrolments, information sessions and graduation. You will also be required to maintain student records including complete and detailed records of relevant student assessments and performance.

Note: This promotion is to a non - advertised vacancy and is made in accordance with Clause 137 of the Canberra Institute of Technology Teaching Component Certified Agreement 2004 – 2006.

CC: 2552

DEPARTMENT OF URBAN SERVICES

In accordance with current Urban Services E.B.A provisions, appeals against Urban Service promotions must be lodged at the personnel counter on Level 3 Macarthur House, 12 Wattle Street Lyneham by close of business on the 14th day after notification in the Gazette.

**Strategic HR
Workplace Health & Safety****Lisa Ruiz: 786-59796**

From: Administrative Service Officer Class 5 \$49187-\$53,096

Comcare

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

Workplace Health & Safety, Strategic HR, Department of Urban Services, Canberra (PN. 27229) (Gazette Number: 21, 26 May 2005)

Note: This promotion is made as an appointment under section 115 of the Public Sector Management Act 1994 and is a deemed promotion. All eligible officers may appeal against this decision in accordance with the provision on the Public Sector Management Act 1994.

CC: 1064-2467

Corrigenda

ACT HEALTH

Health Centre Administration/Continuing Care

Preetikha Payal Singh: 741-09148, 7 July 2005 (662)

Promotion incorrectly notified as Administrative Services Officer Grade 3. Correct classification is Administrative Services Officer Grade 4.

CC: 2603-3820 (4481)

ACT Public Service Index of addresses

- 05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 2, Canberra Nara Centre, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Health Care ACT. PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION Authority, PO Box 1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911
- 10 Recruitment Officer, Department of Disability, Housing and Community Services, GPO Box 158, Canberra ACT 2601
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 12 Customer Service Supervisor, Department of Education and Training, PO Box 1584, Tuggeranong ACT 2901

EMPLOYMENT

- 13 Recruitment Officer, Human Resources Section, Emergency Services Bureau, PO Box 104, Curtin ACT 2605
- 14 InTACT, HR and Corporate Support Unit, GPO Box 158, CANBERRA ACT 2601, or emailed to intact.recruitment@act.gov.au
- 15 Applications Officer, Arts, Heritage and Environment, PO Box 144 Lyneham ACT 2602
- 16 Recruitment Officer, ACT Health, PO Box 11, Woden ACT 2606
- 17 Resource Advisor, Business Services Bureau, ACT Health, PO Box 11, Woden ACT 2606
- 18 The Personnel/ HR Officer, ACT Legislative Assembly Secretariat, GPO Box 1020, Canberra ACT 2601
- 20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611
- 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
- 31 The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608
- 32 Human Resources Officer, Cultural Facilities Corporation, PO Box 226, Civic Square ACT 2608
- 33 The Manager, Workforce Planning & Development Unit, ACT Housing, Locked Bag 3000, Belconnen ACT 2617
- 34 Applications Officer, Urban Services, GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of Treasury and Infrastructure, GPO Box 158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer, Community and Health Services Complaints Commissioner's Office, GPO Box 1321, Canberra ACT 2601.
- 37 The Recruitment Officer, Faculty of Communication and Community Services, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2602
- 38 The Recruitment Officer, Faculty of Business & Information Technology, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 39 The Recruitment Officer, Faculty of Design, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601

05/0963