



Australian Capital Territory

Gazette

No. 10, Thursday 9 March, 2000

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

- minimum charge \$1.00 per word or \$100.00 whichever is the greater.

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

Purchasing and Subscriptions

Copies of the ACT Government Gazette may be purchased at a cost of \$5.00 (or \$2.00 for a Special Gazette) from the ACT Government shopfront, Legislation/Gazette sales counter, East Row, Canberra City.

Subscriptions to the Gazette may be arranged through the Gazette Office at a price of \$360.00 (1 July 1999 - 30 June 2000) or part thereof, including postage. Refunds will not be given for cancellations. Claims for missing items will be recognised as valid if lodged within 28 days of publication.

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EMPLOYMENT

ACT Public Service

General Information

Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

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

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

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

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

Vacancies

DEPARTMENT OF HEALTH AND COMMUNITY CARE

Central Office
Structural Reform Group
Population Health Information Unit
Senior Officer Grade B \$64,307-72,393
(PN. 29625)

Closing date: 23 March 2000

Duties: As Unit Manager, perform the following duties: Manage the activities and budget of the Population Health Information Unit. Develop and maintain a publication series to inform health professionals and the community and coordinate a departmental seminar series encouraging epidemiological knowledge across the Department. Provide consultancy advice on surveys, epidemiological and demographic issues. Develop a strategy for enriching the ACT health data collection, including negotiating with State and Territory Departments/Agencies to commission surveys and oversee a survey program. Provide high level advice to the Chief Executive, Executive Management Team and customers on epidemiological matters. Represent the Department in high level liaison and negotiation with customers, other Agencies and other Governments. Develop, review, oversee and evaluate strategic activities and projects related to corporate goals, operational procedures, legislative reforms, policies and planning.

Eligibility/other requirements: These duties are performed under broad direction in accordance with best practice management principles. Qualifications and experience relevant to epidemiology are essential. A knowledge and understanding of Industrial Democracy, Equal Employment Opportunity and Occupational Health and Safety principles and practices.

Note:

Contact Officer: Vlad Aleksandric 02-6205 0568
 Selection documentation may be obtained from
 Susanna Dorrell 02-6207 1122

Apply: 23
 CC: 61/6419

EMPLOYMENT (Continued)

Central Office
Structural Reform Group
Population Health Information Unit
Administrative Service Officer Class 6
\$42,986-49,378 (PN. 27112)

Closing date: 23 March 2000

Duties: Under limited supervision, manage a small team to carry out statistical analysis of health data as part of the Unit's Business Plan, including the analysis of hospital morbidity, health priority area, survey and clinical data sets. Produce both technical and policy reports describing findings from statistical analysis carried out in the Unit. Maintain the data sets held in the Unit and undertake survey work. Liaise with the relevant Agencies to obtain data. Assist in the production of policy-related papers, including providing advice and written material. Represent ACT Health on relevant committees and working parties.

Contact Officer: Vlad Aleksandric 02-6205 0568
 Selection documentation may be obtained from Susanna Dorrell 02-6207 1122
 Apply: 23
 CC: 61/6419

Central Office
Structural Reform Group
Population Health Information Unit
Administrative Service Officer Class 3
\$32,017-34,554 (PN. 23673)

Closing date: 23 March 2000

Duties: Under supervision, carry out statistical analysis of health data as part of the Unit's Business Plan, including the analysis of hospital morbidity, survey and clinical data sets. Under supervision, produce both technical and policy reports describing findings from statistical analysis carried out in the Unit. Under supervision, assist with the maintenance of the data sets held in the Unit and undertake survey work. Under supervision, maintain the Unit's filing system and literature holdings and provide other clerical support to the Unit.

Contact Officer: Vlad Aleksandric 02-6205 0568
 Selection documentation may be obtained from Susanna Dorrell 02-6207 1122
 Apply: 23
 CC: 61/6419

Health Outcomes and Service Performance
Hospital Contracts and Performance
Administrative Service Officer Class 6,
\$42,986-\$49,378 (PN 28260)

Closing date: 23 March 2000

Duties: The Hospital Contracts and Performance Unit is responsible for developing, monitoring and analysing performance by contracted hospitals in meeting agreed outputs. This includes extensive liaison and negotiation with a wide range of

officers within the Department and ACT hospitals. The unit is also responsible for managing cross border health issues including negotiation with other states on the levels of usage and financial reimbursements for usage of ACT health services by persons from other Australian jurisdictions. This position will undertake policy, planning, statistical, financial and research work including developing, reviewing or implementing policy instructions, administrative, technical or professional procedures and the preparation of reports and publications.

Contact Officer Philip Ghirardello (02)62051608
 Selection documentation may be obtained from Philip Ghirardello (02)62051608
 Apply: 23
 CC 148-9011-16888

THE CANBERRA HOSPITAL

Medical SMT, Endocrinology
Administrative Service Officer Class 2
\$28,110 - \$31,171, Canberra (PN. 21248)

Closing date: 23 March 2000

Duties: Under general direction perform a range of administrative support duties for the work unit including;

- provision of a range of clerical support duties
 - provision of secretarial and reception duties and word processing
 - preparation of routine correspondence
- Enter and extract data from computerised system. Process mail, undertake filing, photocopying and requisitioning of supplies as required.

Contact Officer: Sue Reid (02) 6244 2228
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 3134
 Apply: 16
 CC: 148-9010-16875 (1746)

Pathology Services
General Services
Administrative Service Officer Class 2
\$28,110 - \$31,171 Canberra (PN. 21527)

Closing date: 23 March 2000

Duties: Under general direction, and in accordance with prescribed procedures, perform the routine tasks of the Pathology Accounts area. Maintain up to date hardcopy and computer records of patient accounts and other transactions according to established procedures. Assist in the preparation of monthly reconciliations and other reports.

Contact Officer: Fiona Nairn (02) 6244 2536
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 3134
 Apply: 16
 CC: 148-9010-16875 (3111)

EMPLOYMENT (Continued)

Corporate Services

Supply

Administrative Service Officer Class 5
\$39,802 - \$42,204 Canberra (PN 29888)

Closing date: 23 March 2000

Duties: Manage the distribution services for The Canberra Hospital. Liaise with nursing and administrative staff on all matters relating to hospital supply activities. Manage day to day personnel administration of assigned staff. Prepare and manage distribution services budget.

Contact Officer: Ray Key (02) 6244 2137
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 3134
 Apply: 16
 CC: 148-9010-16875 (1362)

Corporate Services

Information Management Group

Administrative Service Officer Class 4
\$35,685 - \$38,745 or Information Technology Officer Level 1 \$34,554 - \$39,509, Canberra

Closing date: 23 March 2000

Duties: Assist with the management of the Hospital's patient activity data, including the development and management of systems to store and report data. Initiate, coordinate and prepare for review, timely and accurate patient activity reports, such as the monthly patient activity bulletin and other reports as required
 Eligibility/other requirements: Recent graduates, or graduates from other disciplines that possess the required IT knowledge are encouraged to apply. The position will be filled at the ITO1 or ASO4 level depending on skills/qualifications of the successful applicant.

Note: Applicants will be shortlisted on the basis of written application and referee reports, which address the selection criteria. Applicants are asked to supply current curriculum vitae. Shortlisted applicants will be required to attend for further assessment.

Contact Officer: Sarah Hughes (02) 6244 3870
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 2566
 Apply: 16
 CC: 148-9010-16875 (1112)

Corporate Services

Information Management Group

Information Technology Officer Level 2
\$42,986-\$49,378, Canberra (PN. 23815)

Closing date: 23 March 2000

Duties: As a member of a project team, provide technical expertise and support for the system analysis, design, development and implementation as required by the project. Assist with IT developments and provide support for their

implementation. Provide technical support to users in maintaining existing systems.

Eligibility/other requirements: Experience in systems development and implementation. Note: Applicants will be shortlisted on the basis of written application and referee reports, which address the selection criteria. Applicants are asked to supply current curriculum vitae. Shortlisted applicants will be required to attend for further assessment

Contact Officer: Peter Brayshaw (02) 6244 2975
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 2566
 Apply: 16
 CC: 148-9010-16875 (1327)

Corporate Services

Information Management Group

Senior Information Technology Officer Grade C
\$54,986 - \$58,683, Canberra (PN. 23701)

Closing date: 23 March 2000

Duties: As a leader or member of a project team, provide a high level of project management and technical expertise for system development and implementation as required by the project. In conjunction with other project team members, be responsible for undertaking any change controls associated with development and production environments.

Eligibility/other requirements: Demonstrated capacity to undertake systems development and maintenance. Appropriate tertiary qualifications in Information technology/Systems are desirable. Note: Applicants will be shortlisted on the basis of written application and referee reports, which address the selection criteria. Applicants are asked to supply current curriculum vitae. Shortlisted applicants will be required to attend for further assessment

Contact Officer: Peter Brayshaw (02) 6244 2975
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 2566
 Apply: 16
 CC: 148-9010-16875 (1327)

Mental Health Services

City Mental Health

Professional Officer Class 2 / Registered Nurse Level 3 \$42,986 - \$50,147, Canberra

Closing date: 23 March 2000

Duties: ACT Mental Health Services are seeking an experienced mental health professional with a background in psychology, social work, occupational therapy, or mental health nursing and whose practice conforms to the National Standards for Mental Health Services. City Mental Health Service is a busy, multi-disciplinary, community mental health service located in Canberra's CBD. The position works from Monday to Friday, but there is a possibility it

EMPLOYMENT (Continued)

may move to seven-day week coverage in the future. Successful applicants will be required to work within a case management model and demonstrate a strong commitment to the philosophy of Community Mental Health. Eligibility / other requirements: Tertiary qualification or equivalent. Eligibility for registration with the relevant professional organisation. Current drivers licence. Experience working in a community mental health setting.
Note: Applicants need to address the selection criteria.

Contact Officer: Brett Goyne (02) 6205 1338
Selection Documentation may be obtained from Human Resource Management Group (02) 6244 3134
Apply: 16
CC: 148-9010-16875 (2232)

ACT COMMUNITY CARE

**Alcohol and Drug Program, South Region
Registered Nurse \$47,110-\$50,147, Canberra
(PN. 28409)**

Closing date: 22 March 2000
Duties: The Alcohol and Drug Program has recently undergone a restructure to provide better access and a more integrated service for consumers. As a result of this a senior clinical position is available for appointment. This dynamic position oversees the clinical components of client services and provides clinical supervision and support to nursing staff. The clinical focus is on processes, practice models and standards involved in the delivery of nursing related services

Eligibility/other requirements: Essential: Eligible for registration as a General Nurse or Mental Health Nurse with the ACT Nursing Board

Contact Officer: Julie Perrin (02) 62052121
Selection documentation may be obtained from Tanya Woods (02) 62052121
Apply: 21
CC: G00243

**Alcohol and Drug Program, South Region
Career Medical Officer Grade 2 \$65,492-
\$73,083, Canberra (PN. 20517)**

Closing date: 22 March 2000
Duties: The Alcohol and Drug Program is seeking to employ a suitably qualified medical officer. This full time position involves assessing, diagnosing and treating people who are alcohol and/or drug dependent. The position also provides an opportunity to be involved in research. A special interest in alcohol and other drug medicine, experience in the field and/or a willingness to undertake further study in the field would be a distinct advantage.

Eligibility/other requirements: Essential: Eligible for registration with the Medical Board of the ACT

Contact Officer: Dr Jo Mazengarb (02) 62442591
Selection documentation may be obtained from Tanya Woods (02) 62052121
Apply: 21
CC: G00243

CULTURAL FACILITIES CORPORATION

**Canberra Museum and Gallery
Administrative Service Officer Class 3
\$32,017-\$34,554p.a. (PN: 43545), Canberra**

Closing date: 23 March 2000
Duties: Under limited direction: Organise and coordinate building repairs and maintenance, including establishing a maintenance cycle for all building operations. This includes overseeing and monitoring electrical, plumbing, IT, mechanical and associated building services, including liaison with fire and security services where necessary. Eligibility/other requirements: First Aid certificate or willingness to undertake training. After hours work will be required on occasions. Current driver's licence.
Contact for selection documentation: 24 hour answering machine (02)62072465

Contact Officer: Catherine Frankcom (02)62072465
Apply: 06
CC: 03A370

CHIEF MINISTER'S DEPARTMENT

**Cabinet and Coordination
Administrative Service Officer Class 2
\$28,672-\$31,794p.a. (PN: 55278), Canberra**

Closing date: 23 March 2000
Duties: Provide administrative and executive support in the Director, Cabinet Coordination, and the Chief Executive, including: Preparation of correspondence; assisting the management of ministerial correspondence. Provide clerical assistance contributing to the effective operation of the Cabinet office, including: Maintaining the database; preparation of cabinet related documentation. Eligibility/other requirements:
NOTE: Interview will be held on 5 April 2000.
Contact for selection documentation: Cuc Lam (02)62050230

Contact Officer: Mark Kwiatkowski (02)62050232
Apply: 06
CC: 03A370

EMPLOYMENT (Continued)

Office of Information Technology and Multimedia
Senior Officer Grade C, \$55,514-\$59,857p.a.
(PN: 55300), Canberra

Closing date: 23 March 2000

Duties: Manage the whole of government elements of the ACT Government's Internet and Intranet sites, including day to day maintenance and ongoing development. Assist in the development and implementation of appropriate e-services policies and standards particularly with regard to the Web.

Eligibility/other requirements: Tertiary qualification in a discipline relevant to this role is desirable.

NOTE: Interviews will be held week commencing 29 March 2000

Contact for selection documentation:
 Sarah McInnes (02)62050904

Contact Officer: Michael Vanderheide
 (02)62076469
 Apply: 06
 CC: 03A370

Office of Information Technology and Multimedia
Senior Officer Grade B, \$65,593-\$73,841p.a.
(PN: 55370), Canberra

Closing date: 23 March 2000

Duties: Facilitate the implementation of a whole ACT government e-services strategy. Provide strategic advice on whole of government e-services issues and assist in the development of appropriate policies and standard.

Eligibility/other requirements: Tertiary qualification in a discipline relevant to this role is desirable.

NOTE: The successful applicant may be offered an Australian Workplace Agreement. Interviews will be held in the week commencing 29 March 2000

Contact for selection documentation:
 Sarah McInnes (02)62050904

Contact Officer: Michael Vanderheide
 (02)62076469
 Apply: 06
 CC: 03A370

InTACT
Customer Projects Group Senior Officer
Grade B, \$65,593-\$73,841p.a
(Sales and Marketing Manager) (PN: 14236),
Canberra

Closing date: 23 March 2000

Duties: InTACT is looking for a creative, energetic, commercially focussed Sales and Marketing Manager to develop and facilitate new business opportunities with ACT government sector. Specifically the position will be responsible for

generating opportunities for InTACT within the IT sector in both applications and infrastructure development. The occupant must be client focussed, have an excellent understanding of business objectives and a strong marketing background. The applicant must have direct IT sales experience. High level communication and negotiation skills are essential. An understanding of the IT Industry and emerging trends is an advantage. The applicant must be able to meet quarterly new business targets, be able to develop and foster strong relationships with client groups and successfully interpret the breadth of service provided by InTACT across the IT industry.

NOTE: Selection documentation is also available from the following Internet address:
www.intact.act.gov.au

Contact Officer Bruce Robertson (02) 62075013
 Selection documentation may be obtained from:
 Donna Burns (02) 62076791
 Apply: 06 or via email. The e-mail address is
intact.recruitment@act.gov.au
 CC: 03A350

InTACT
Customer Projects Group Senior Officer
Grade B \$65,593-\$73,841p.a
(Program Manager Application Development)
PN: 14237, Canberra

Closing Date: 23 March 2000

Duties: InTACT is seeking, an experienced and innovative project manager to join a new team involved in developing and implementing IT projects for ACT government clients. InTACT is seeking a person able to direct and manage high level infrastructure computer applications projects in accordance with established management methodologies. Applicants must be client focussed and able to identify, market and develop technical solutions to meet the business requirements of ACT government agencies. Applicants must possess excellent oral and written skills, be able to prepare and manage project documentation such as functional specifications, project plans and risk analysis reports. High level analytical, troubleshooting and negotiation skills are essential. A proven track record in delivering projects on budget and on time is critical as are management, communication and organisational skills. A knowledge and understanding of Information

Technology trends would be an advantage.
 NOTE: Selection documentation is also available from the following Internet address:
www.intact.act.gov.au

Contact Officer: Bruce Robertson (02) 62075013
 Selection documentation may be obtained from:
 Donna Burns (02) 62076791
 Apply: 06 or via email. The e-mail address is
intact.recruitment@act.gov.au
 CC: 03A350

EMPLOYMENT (Continued)

InTACT

Customer Projects Group Senior Officer
Grade B \$65,593-\$73,841p.a
(Program Manager Infrastructure Development)
PN: 14238, Canberra

Closing Date: 23 March 2000

Duties: InTACT is seeking , an experienced and dynamic project manager to join a new team involved in developing and implementing IT projects for ACT government clients. InTACT is seeking a person able to direct and manage high level computer and network infrastructure projects in accordance with established project management methodologies. Applicants must be innovative and client focussed and able to identify, market and develop technical solutions to meet the business requirements of ACT government agencies. Applicants must possess excellent oral and written skills, be able to prepare and manage project documentation such as functional specifications, project plans and risk analysis reports.

High level analytical, troubleshooting and negotiation skills are essential. A proven track record in delivering projects on budget and on time is critical as are management, communication and organisational skills.

NOTE: Selection documentation is also available from the following Internet address:
www.intact.act.gov.au

Contact Officer: Bruce Robertson (02) 62075013
 Selection documentation may be obtained from:
 Donna Burns (02) 62076791
 Apply: 06 or via email. The e-mail address is
intact.recruitment@act.gov.au
 CC: 03A350

InTACT

Business Operations and Support Senior Officer
Grade B \$65,593-\$73,841p.a
(Finance Manager) PN: 14239, Canberra

Closing Date: 23 March 2000

Duties: InTACT is seeking, an experienced and dynamic Finance Manager. The position Reports to the Deputy General manager of InTACT and will manage a large business support unit responsible for all financial activities within the organisations, with an annual budget of \$60 million. Applicants must be client focussed with excellent management and leadership skills. An innovative approach to service provision and support is essential.

The occupant must have excellent communication, liaison and analytical skills as well as significant experience within the financial and accounting sector. Qualifications in this area would be an advantage. The occupant will be part of the senior management team and will be essential to InTACT's vision to meet financial and client obligations while assisting to drive the

organisation into a more commercially viable position with the IT industry across ACT.

NOTE: Selection documentation is also available from the following Internet address:
www.intact.act.gov.au

Contact Officer: David Medley (02) 62076766

Selection documentation may be obtained from:
 Donna Burns (02) 62076791
 Apply: 06 or via email. The e-mail address is
intact.recruitment@act.gov.au
 CC: 03A350

InTACT

E-Services and New Business Senior Officer
Grade B \$65,593-\$73,841p.a
(Sales and Marketing Manager) PN: 14240, Canberra

Closing Date: 23 March 2000

Duties: InTACT is seeking, a creative, energetic, commercially focussed Sales and Marketing Manager to develop and facilitate new business opportunities within the electronic services unit of the organisation.

Specifically the position will be responsible for generating opportunities for InTACT within the ACT government arena within the E-Commerce and E-Government sectors of the IT industry. The occupant must be client focussed, have an excellent understanding of business objectives and a strong marketing background. The applicant must have direct IT sales experience. High level communication and negotiation skills are essential. An understanding of the IT industry, particularly electronic business and marketing is a distinct advantage. The applicant must be able to meet quarterly new business targets, be able to develop and foster strong relationships with client groups and successfully interpret the breadth of service provided by InTACT across the IT industry.

NOTE: Selection documentation is also available from the following Internet address:
www.intact.act.gov.au

Contact Officer: Shaun Osborne (02) 62073977

Selection documentation may be obtained from:
 Donna Burns (02) 62076791
 Apply: 06 or via email. The e-mail address is
intact.recruitment@act.gov.au
 CC: 03A350

InTACT

SLA and Contracts Management Senior Officer
Grade B \$65,593-\$73,841p.a
(SLA and Contracts Manager) PN: 14241, Canberra

Closing Date: 23 March 2000

Duties: InTACT is seeking, an experienced Manager to be responsible for the negotiation, preparation, organisation and management of contracts entered into between InTACT and commercial providers and other strategic partners.

EMPLOYMENT (Continued)

The applicant will also liaise between InTACT and its customers. The applicant must have extensive management experience at a senior level, be energetic, highly motivated and organised. A knowledge of public sector procurement and contractual requirements and the principles of SLA development and management essential. Client focus, strong written and oral communication skills are also critical as is experience and ability to negotiate with clients at a senior level.

NOTE: Selection documentation is also available from the following Internet address:

www.intact.act.gov.au

Contact Officer: Michael Ockwell (02)62075757

Selection documentation may be obtained from:

Donna Burns (02) 62076791

Apply: 06 or via email. The e-mail address is

intact.recruitment@act.gov.au

CC: 03A350

InTACT

Consulting and Quality Services Senior Officer Grade B \$65,593-\$73,841p.a

(Consulting and Quality Services Manager)

PN: 14242, Canberra

Closing Date: 23 March 2000

Duties: This is a senior Consultant's position.

The position will manage a new business unit within Intact responsible for the provision of high level consulting services to clients across the ACT government. This position is also responsible for the development and implementation of quality management processes and procedures within InTACT.

The occupant of the position must be able to drive and support the process to obtain and maintain external certification to ISO 9001 standards. High level Management skills are essential as is a demonstrated ability to work successfully with IT technical and business are to improve business processes and identify opportunities. A creative, innovative to commercially via ble business and IT solutions is essential. An understanding of the IT industry and trends is highly desirable.

NOTE: Selection documentation is also available from the following Internet address:

www.intact.act.gov.au

Contact Officer: Michael Ockwell (02)62075757

Selection documentation may be obtained from:

Donna Burns (02) 62076791

Apply: 06 or via email. The e-mail address is

intact.recruitment@

InTACT

Innovations and Strategic Development Senior Officer Grade B \$65,593-\$73,841p.a (Manager Innovations and Strategic Development) PN: 14243, Canberra

Closing Date: 23 March 2000

Duties: InTACT is seeking an experienced and innovative Manager to drive the identification of strategic opportunity for InTACT and to develop and implement strategies to achieve these. The will report to the Deputy General Manager and will be responsible for strategic, budget, financial, business and organisational planning within InTACT.

The position will be critical in determining InTACT's longer term approach to IT service provision across the ACT government sector. A sound appreciation of public sector management practices is required. High level analytical and problem solving skills are essential. The successful applicant will need to possess excellent written skills, an ability to think strategically and a strong commercial and customer focus. An understanding of It issues and emerging trends within the industry is an advantage.

NOTE: Selection documentation is also available from the following Internet address:

www.intact.act.gov.au

Contact Officer: Michael Ockwell (02)62075757

Selection documentation may be obtained from:

Donna Burns (02) 62076791

Apply: 06 or via email. The e-mail address is

intact.recruitment@act.gov.au

THE InTACT GROUP

FINANCE

POSITION NO:14244

CLASSIFICATION: Senior Officer Grade B

LOCAL TITLE: Senior Management

Accountant

POSITION REPORTS TO : Finance Manager

JOB DESCRIPTION

InTACT is seeking a Senior Management Accountant to fill a critical role within the Business Services Support Unit. The position reports to the Finance Manager and is responsible for the direction of the Management Accounting team and in providing management accounting, financial accounting, asset management and acquisition services in support of InTACT's corporate objectives.

Suitable candidates must have excellent management and leadership skills and be able to coordinate the activities of a large multi-function team delivering services to customers in a commercial environment. A comprehensive understanding of financial management, including accrual accounting principles is essential.

EMPLOYMENT (Continued)

The ability to work under pressure, communicate requirements and meet client demands is critical. Exposure to commercial accounting and tertiary qualifications are highly desirable.

Contact officer for documentation: Donna Burns
620 76791

or via the InTACT web site: www.intact.act.gov.au

Contact officer for the position: David Medley
6207 6766

Applications to be forwarded to:

Recruitment Officer
GPO Box 158
Canberra City ACT 2601

or email to: intact.recruitment@act.gov.au

THE InTACT GROUP FINANCE

POSITION NO: 14245
CLASSIFICATION: Senior Officer Grade B
LOCAL TITLE: Project Accountant
POSITION REPORTS TO: Finance Manager

JOB DESCRIPTION

InTACT is seeking an experienced and dynamic Project Accountant to oversight all budgeting, taxation (GST and FBT matters), internal financial business systems and Oracle Government Financials for InTACT. The occupant will be responsible for the preparation of quarterly performance reporting and annual Budget documentation as well as ensuring that InTACT complies with its taxation obligations.

The occupant must be a self starter with extensive financial management and budgeting skills. A working knowledge of the law relating to fringe benefits and the goods and services tax is highly desirable. The occupant should have excellent communication and liaison skills and be able to work either independently or in a team situation to achieve results. An understanding of the ACT government budgetary process would be an advantage.

Contact officer for documentation: Donna Burns
620 76791

or via the InTACT web site: www.intact.act.gov.au

Contact officer for the position:
David Medley 6207 6766

Applications to be forwarded to:

Recruitment Officer
GPO Box 158
Canberra City ACT 2601
or email to: intact.recruitment@act.gov.au

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Duty statements, selection criteria and Form SA111 are accessible on the internet at the following address:

<http://www.decs.act.gov.au/home/wfpm/> or may be requested using email to wfpm.webmaster@decs.act.gov.au.

Applications will not be acknowledged on receipt. Applicants may be assessed on application and referee reports only. Applicants should submit 2 referee reports with their application. Only shortlisted applicants will be contacted if required regarding the next phase in the selection process. To those applicants who are not shortlisted your interest in the department is appreciated. Unsuccessful applicants will be notified verbally of the outcome of the selection process. There will be no written correspondence notifying unsuccessful applicants.

Information For Applicants For Teaching Positions
Any eligible person who is suitably qualified may apply for the vacancies listed below. Applicants applying for teacher positions are reminded of the requirement to submit three copies of any application for advertised positions except for Level 4 positions where the requirement is for four copies. Unsuccessful applicants will be notified verbally of the outcome of the selection process. Application information is found on the reverse side of the Application for Promotion/Transfer Teacher Level 2/3/4/5 Positions and Level 1 Short Term Office Positions, Form SA111 (7/94). Duty Statements, Selection Criteria and Form SA111 for teaching positions only are available from the Workforce Planning and Management Section counter, 2nd Floor, Manning Clark Offices, Reed Street, Tuggeranong, Hawker College and the O'Connell Information & Resource Centre. It is advisable to check with these locations to establish that the documents are ready for collection. Unfortunately a facsimile service is not available. Applicants need to be aware that officers with compulsory transferee status may be considered for vacancies prior to merit selection procedures.

Education and Training Division
Office of Training and Adult Education
Purchasing, New Apprenticeships and Innovation Section
Administrative Service Officer Class 4
\$36399-39520, Canberra (PN. 13387)

Closing date: 23 March 2000

Duties: Assist the Finance and Purchasing Officers in managing Office of Training and Adult Education expenditure, oversee payments and balance petty cash. Maintain spreadsheets of expenditure including salaries. Access data from

EMPLOYMENT (Continued)

and input data into the ACT Government's financial system.

Contact Officer: Andrew Tye (02) 62058294
Selection documentation may be obtained from The Contact Officer (02) 62058294
Apply: 12
CC: 01

CANBERRA INSTITUTE OF TECHNOLOGY

**Education Delivery Program
Faculty of Management and Business
Computing and Information Management
Information Technology Officer Class 1
\$34554-\$39509, Canberra (PN. 55368)**

Closing date: 23 March 2000

Duties: Under limited direction maintain, administer and manage specialist computer laboratories. Liaise with teaching staff and implement delivery requirements, provide technical advice and support in classes. Maintain software and hardware inventory and co-ordinate the purchase of consumables and equipment for the department.

Eligibility/other requirements: Diploma or Degree in Information Technology or equivalent experience in network support-highly desirable.

Note: This position is available for Temporary Transfer or Temporary Employment from 1 May 2000 to 31 December 2001

Contact Officer: Jacki Ganendran (02) 62074938
Selection documentation may be obtained from Patricia Johnstone (02) 62073116
Apply: 11
CC: G00193

**Education Delivery Program
Faculty of Communication and Community Services
Child Studies
Teacher Band 2 \$60345, Canberra (PN. 51887)**

Closing date: 23 March 2000

Duties: As Head of Department provide educational leadership in all aspects of the department's programs. Manage the department's human, financial and physical resources. Liaise with industry, community and educational organisation.

Eligibility/other requirements: A Diploma or Degree in Adult Education or equivalent. Three years experience in TAFE or similar environment. Industry experience and relevant discipline qualifications.

Contact Officer: Kaye O'Hara (02) 62074959
Selection documentation may be obtained from Suzi Kircher (02) 62074960
Apply: 11
CC: G00193

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Applications and referee reports, from applicants for positions in the department, should address the selection criteria comprehensively, as selection decisions may be made only on the basis of the documentation provided, without formal interview. Full application should be sent to: The Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608

**ACT SUPREME COURT
Personal Assistant to the Master of the Supreme Court
Administrative Service Officer Class 4
\$35,685 - \$38,745, Canberra (PN 2131)**

Closing date: 23 March 2000

Provide general administrative assistance to the Master of the ACT Supreme Court; ensure the provision of office services relevant to the operations of chambers; undertake less complex research and investigations and draft associated correspondence; accompany the Master to Court. Eligibility/other requirements: Tertiary qualification or part completion of legal studies is desirable.

Contact: Ruth Hawkings (02) 6267.2803
Selection documentation may be obtained from Les Lambert (02) 6267.2802
Apply: 28
CC: 03A044

**ACT CORRECTIVE SERVICES
Youth Justice Services
Community Unit
Administrative Service Officer Class 5;
\$39,802 - \$42,204, Canberra (Several positions)**

Closing Date: 23 March 2000

Duties: In accordance with legal requirements undertake assessments and supervise a caseload of young offenders placed on community based orders by the courts, including: interview, investigate and evaluate the circumstances relating to juvenile offenders and their offending behaviour; liaise with relevant authorities and contacts to collect and verify information, counsel participants in relation to their offending behaviour and inform them of their rights and obligations; design and implement appropriate case plans; maintain accurate notes and associated records. Eligibility/other requirements: Driver's licence, qualifications or experience in welfare or related field would be an advantage.

Contact Officer: Tracy Uhle (02) 6207 0755
Selection documentation may be obtained from Monique Mewburn (02) 6207 0987
Apply: 28
CC: 03A168

EMPLOYMENT (Continued)

ACT MAGISTRATES COURT

ACT Tribunals

Administrative Service Officer Class 2;
\$28,110 - \$31,171; Canberra (PN 12443)

Closing date: 23 March 2000

Duties: Provide administrative support to the Deputy Registrar. Register and process applications for hearings, arrange hearings and assist with Tribunal hearings, including the operation of sound recording equipment and the preparation of the hearing room. Receive and answer enquiries, both in person and by telephone, from practitioners and the public on the work of the sub-section. Operate and maintain automated information systems. Maintain filing systems for the various tribunals.

Contact Officer: Kate Jackson (02) 6217 4280
 Selection documentation may be obtained from 24 hours answering machine (02) 6217 4229
 Apply: 28
 CC: 03A372

MINISTERIAL AND CORPORATE SERVICES

Law Library

Administrative Service Officer Class 5;
\$39,802 - \$42,204; Canberra (PN 44102)

Closing date: 23 March 2000

Duties: As part of the team in the ACT Government Law Library assist in the provision of a high level legal reference and research service. Be responsible for cataloguing and classifying legal materials using AACR2, MOYS Classification Scheme for Law Books, Marc-Link and KINETICA. Operate an inter-library loans service. Eligibility/other requirements: Experience in a law library is essential.
 Note: This is a part time position of 24 hours per week.

Contact Officer: Julia Butler (02) 6207 0552
 Selection documentation may be obtained from Julia Butler (02) 6207 0552
 Apply: 28
 CC: 03A140

MINISTERIAL AND CORPORATE SERVICES

Law Library

Administrative Service Officer Class 3;
\$32,017 - \$34,554, Canberra (PN 42763)

Closing date: 23 March 2000

Duties: As part of the team in the ACT Government Law Library, be responsible for processing of incoming materials, serials control, loans and shelving. Produce the fortnightly

Current Awareness Bulletin. Assist with general reference inquiries.

Eligibility/other requirements: Experience in a law library is highly desirable.

Contact Officer: Julia Butler (02) 6207 0552
 Selection documentation may be obtained from Julia Butler (02) 6207 0552
 Apply: 28
 CC: 03A140

DEPARTMENT OF URBAN SERVICES

Environment ACT

ACT Parks and Conservation Service
Ranger 1 \$28,110-\$31,171, Canberra (PN. Several Positions)

Closing date: 23/3/2000

Duties: Under general direction, undertake one or more of the following duties: Perform public relations and agency liaison functions in line with duties; conduct guided tours; provide assistance and guidance and answer public enquiries for nature reserve users, members of the community, and rural leaseholders adjacent to reserve lands. Undertake appropriate management actions and interpretive activities for natural and cultural resources management on both nature reserves and rural lands. The ranger may be required to supervise subordinate staff and/or overview contract work.

Eligibility/other requirements: Current drivers licence. Willingness to work regular weekend and shift duty.

Note: The occupants of these positions will be rotated to other positions at the same level within the Service, will be required to wear a uniform, may be expected to work at an isolated establishment, must be physically fit and able to undertake fire-fighting duties as directed. These positions may be either contract or permanent in nature. These positions were advertised in the Gazette of 6 January 2000 and previous applicants need not re-apply.

Contact Officer: Dave Whitfield (02) 62073025
 Selection documentation to be collected from Environment ACT Information Centre, Macarthur House, 12 Wattle Street Lyneham or the reception counter at the Parks and Conservation Service, Headquarters, Athllon Drive.

Or contact Sue Kumpus at
 sue.kumpus@act.gov.au
 Apply: 34
 CC: 148-9028 172

EMPLOYMENT (Continued)

**Environment ACT
Environment Protection Section
Professional Officer Class 1 \$29,976-\$42,054,
Canberra (PN. 13962 Expected vacancy)**

Closing date: 23/3/2000

Duties: Environment ACT's Environment Protection Unit is responsible for the management of air and water quality, hazardous materials, contaminated sites, environmental noise and water resource management. This is mainly accomplished through the administration of the *Environmental Protection Act 1997* and the *Water Resources Act 1998*.

The successful applicant will undertake environment investigations and research related to issues dealing with hazardous materials including ozone depleting substances. The work will also involve development of policy and technical guidelines.

Eligibility/other requirements: Tertiary qualifications in chemistry or a related field are essential.

Contact Officer: Gary Croston (02) 62072332 or gary.croston@act.gov.au

Selection documentation may be obtained from Rodney Dix (02) 62071819 or rodney.dix@act.gov.au

Apply: 34

CC: 148-9028 16937

DEPARTMENT OF TREASURY AND INFRASTRUCTURE

Financial and Budgetary Management Financial Analysis

**Administrative Service Officer Class 6,
\$43,846-\$50,366p.a. (PN: 55330), Canberra**

Closing date: 23 March 2000

Duties: Review agency estimates of government expenses and revenue and monitor financial and service delivery performance throughout the year. Undertake negotiations with government agencies and represent the Office of Financial Management at meetings. Eligibility/other requirements: Qualifications in economics, accounting or similar field are highly desirable.

NOTE: Interviews will be held week commencing 3 April 2000

Contact for selection documentation: Emma Holley (02)62075972

Contact Officer: Kate Nesar (02)62050360

Apply: 35

CC: 03A144

Financial and Budgetary Management Financial Analysis

**Administrative Service Officer Class 3
\$32,657-\$35,245p.a. (PN: 1253), Canberra**

Closing date: 23 March 2000

Duties: Assist in the coordination and preparation of budget related information, reports and briefing material. Assist in the implementation of financial and budgetary management policies and procedures.

NOTE: Interviews will be held week commencing 3 April 2000

Contact for selection documentation: Emma Holley (02)62075972

Contact Officer: Kate Nesar (02)62050360

Apply: 35

CC: 03A144

Financial and Budgetary Management Financial Analysis

**Senior Officer Grade C \$55,514-\$59,857p.a.
(PN: 1488), Canberra**

Closing date: 23 March 2000

Duties: As an individual or as a manager of a team, contribute to and oversee the development of budget estimates and financial policies, and report on agency financial and service delivery. In a proactive manner identify and apply information from a range of sources, including benchmarking, in order to negotiate with agencies and provide advice to government on the purchase of services which represent the best value for money.

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

NOTE: Interviews will be held week commencing 3 April 2000

Contact for selection documentation: Emma Holley (02)62075972

Contact Officer: Kate Nesar (02)62050360

Apply: 35

CC: 03A144

EMPLOYMENT (Continued)

Appointments

THE CANBERRA HOSPITAL

Registered Nurse Level 2 \$42,723-45,423
Bruce Tunks: 607-95909, Section 68, 23/2/00
CC: 148-9010-16875 2226

ACT COMMUNITY CARE

Senior Officer Grade A \$74,685
Felix Leung: 740-98020, Section 68(1),
23 February 2000.
CC: G00243

Dental Officer Level 2 \$54,425-\$72,393
Stephen Huang: 740-97714, Section 68(1),
21 February 2000
CC: G00243

**Disability Support Officer Level 1
\$26,716-\$27,786**
Julie Boots: 740-97829, Section 68(1), 17/2/2000
CC: G00243

**Disability Support Officer Level 1
\$26,716-\$27,786**
Ralph Policarpio: 740-97845, Section 68(1),
17/2/2000
CC: G00243

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

School Assistant 2 \$24381-27036
Lyndal Margaret Burke: 743-47672, Section 68(1),
25/02/00
CC: 01

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

**Administrative Service Officer Class 4;
\$35,685 - \$38,745**
Kevin Alan Hardy: 747-685, Section 68,
28 February 2000
CC: 3A377

DEPARTMENT OF URBAN SERVICES

**Senior Professional Officer Grade C
\$55,514-\$59,857**
Graeme George Walker: AGS No 757-51714,
Section 68(1), 25/2/2000
CC: 148-9020 16924

DEPARTMENT OF TREASURY AND INFRASTRUCTURE

**Administrative Service Officer Class 3
\$32,657-\$35,245p.a**
Emma Louise Holley, 735-16454, Enter Section
68, 25/02/2000
CC: 03A144

**Administrative Service Officer Class 3
\$32,657-\$35,245p.a**

Laura Jean Morgan, 760-74460, Enter Section 68,
02/03/2000
CC: 03A144

Promotions

Promotions under the *Public Sector Management Act 1994*

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

A. APPEALS

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

- * 'non-appealable promotions' which generally are promotions to classifications where the maximum salary of the position is equal to or greater than the minimum salary of a Senior Officer Grade C (these should be identified with a dagger symbol (†) in the 'Promotions' section of the *Gazette*);
 - * promotions made in accordance with the recommendation of a Joint Selection Committee (JSC) established under section 88 of the Act, or the unanimous recommendation of a JSC established under section 89 of the Act; or
 - * promotions made as a result of officers passing certain exams or completing certain training, as defined in section 97 or 98 of the Act.
- As a general rule, you may appeal if you were an applicant for promotion to an advertised position that **was not** 'non-appealable'.

YOU MAY ALSO APPEAL IF:

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

EMPLOYMENT (Continued)

YOU CAN NOT APPEAL WHEN:

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

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

If you are a promotee, where your promotion is one of a number of promotions at the same level made in a selection exercise, and you feel someone may lodge an appeal against your promotion, you may appeal against all or any of the **other** promotees. These appeals are usually called '**protective appeals**', and are treated the same as other appeals. You must still make sure you are eligible to appeal, and that you can show that you are more efficient than those against whom you have appealed.

For further information on eligibility to appeal, contact your departmental Personnel Unit or the Office of the Merit Protection Commissioner (MPC) at the address listed below.

ADVICE TO POTENTIAL APPELLANTS

The following procedures will apply to all appeals unless other appeal procedures are in place as part of a Department's Enterprise Bargaining Agreement. Potential appellants should check with the relevant Personnel Unit as to the appeal procedures applying in that particular Department.

GROUND OF APPEAL

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

EFFICIENCY

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

- (2) For the purpose of forming an opinion as to the most efficient of the officers concerned, the Committee shall have regard to:
- (a) the abilities, qualifications, experience, standard of work performance and personal qualities of each officer, to the extent that the Committee considers that those matters are relevant to the performance of the duties of the office; and
 - (b) if and only if the Chief Executive who made the promotion has indicated that, for the purpose of forming an opinion under section 83, the Chief Executive had regard to the potential of officers for further career developments in the Service, or the ability of officers to perform the duties of other offices in the Department of the same or equal classification-that matter.

- (3) A reference in subsection (2) to the abilities, qualifications, experience, standard of work performance and personal qualities, potential for further career development in the Service, or ability to perform the duties of other offices in a Department is, in relation to an officer who is a returned soldier or who is or has been absent on specified defence service, a reference to the abilities, qualifications, experience, standard of work performance, personal qualities, potential for future career development in the Service, or ability to perform the duties of the offices concerned that, in the opinion of the Committee, the officer would have had but for the absence of the officer on active service or on specified defence service.

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

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

- * available written reports and oral feedback explaining the selection, especially the comparison between you and the promotee.

The PAC will consider the appeal only on the basis of who is the **more efficient**. PACs should not be used as a forum to air grievances about how a selection was conducted. If you decide to appeal, you must comply with the following instructions.

FORM OF APPEAL

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

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

EMPLOYMENT (Continued)

- AGS number.

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

WHEN TO LODGE APPEALS

Appeals must be received by the Office of the Merit Protection Commission (MPC) at the address below, **by 4.51 p.m. on the 14th day after** the date of notification in the *Gazette*.

(In the case of temporary performance appeals, the 14 day deadlines relates to the date on which the direction was first notified in the department.)

Appeals not lodged by the prescribed time **cannot be accepted**. Delays can occur in departmental mail systems, and you are advised to use Australia Post, facsimile, or better still, hand delivery if possible, to be sure of meeting the deadline. Hearing or speech impaired staff can make inquiries via the TTY telephone located in MPC's Melbourne office, on 1800 812 578 (free call) from anywhere in Australia, but only from another TTY phone. These **must** be clearly marked as "ACTPS appeal – for transfer to the MPC Office in Canberra".

WHERE TO LODGE APPEALS

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

ADVICE TO PROMOTEES AND APPELLANTS

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

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

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

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

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

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

The departmental statement will be available for you to see in the promoting department, generally at least seven (7) days before the date scheduled for the appeal hearing. It is up to you to seek access, but the department should advise you (and the other parties) when and where the statement is available for viewing.

The statements of parties are available at the MPC generally at least seven (7) days prior to the hearing date, and you should telephone the MPC to make an appointment to view them, once you have submitted your own statement. The responsibility for seeking access rests with each party, and PAC hearings will not be deferred if you fail to exercise your right of access. If for very good reason (e.g. geographical distance, illness etc.) you are unable to visit the MPC office, alternative access arrangements may be possible, and you should discuss this with MPC staff. You may take notes, but may not photocopy or retain material. After reading the statements of the other parties, you may wish to submit a supplementary statement in support of your claims. All supplementary material (including additional referee reports) must reach the MPC at least two (2) working days before any scheduled hearing. It is preferable to submit a supplementary statement (after viewing the statements of other parties) rather than to delay your initial statement, but bear in mind the need to provide access for all parties to all statements prior to any hearing. Unreasonably late supplementary statements may not be accepted.

CONTENT OF STATEMENTS

You should provide **four** copies of your statement, which should contain the following:

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

EMPLOYMENT (Continued)

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

PAC PROCEDURES

The PAC does not have to interview all or any of the parties to an appeal. Therefore, you should not rely on being granted an interview as the main opportunity to make your case. You should instead state your case as fully and as openly as possible in your written statement. If a PAC decides that parties are to be interviewed, you will be advised as early as possible of the date and place, usually through the recruitment/personnel area of your department. Once you have lodged an appeal or are aware an appeal has been lodged against your promotions, you will be considered available for interview at any time. Wherever possible, at least seven-(7) days notice of the interview will be given. As a general rule the PAC will expect you to attend for any interview at the time it determines, and will not delay or reschedule hearings without good reason. The PAC will determine its procedures according to the circumstances of the case before it, but will normally consider the following:

- (a) the departmental statement;
- (b) the written statements of the parties;
- (c) the cases put to the PAC by the parties at any oral hearing or under any alternative arrangements;
- (d) an assessment of the parties at any hearing before the Committee;
- (e) relevant views expressed by supervisors, referees or other persons contacted; and
- (f) any other written information about a party requested by the MPC from the promoting/selecting department under the Merit Protection (Australian Government Employees) regulations.

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

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

If the PAC decides that it needs more information, it may also contact the department, any of the

parties to the appeal, or referees or supervisors of the parties.

SUPERVISORS/REFEREES

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

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

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

B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

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

- (a) patronage, favouritism or unlawful discrimination in the making of the promotion (prescribed by section 8 of the PSMA); and/or
- (b) a serious defect in the selection process (a breach of section 65 of the PSMA), may apply to the MPC for a review of that promotion.

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

An applicant must provide the following details:

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

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

EMPLOYMENT (Continued)

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

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

Note that the review process is not a means by which the merits of applicants for a promotion can be reviewed. It is not comparable with the right of appeal to a PAC. Section 87 provides for a review of a promotion solely on the ground that it would be unreasonable for the promotion to stand because of a breach of section 8 or a serious defect under section 65, and is **directed at the process and not the merits of the decision**. Additional information on lodging an application for review is contained in the MPC brochure, *Review of non-appealable promotions*, which you should be able to obtain from your Personnel Section.

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

DEPARTMENT OF HEALTH AND COMMUNITY CARE

Population Health Division Health Protection Service

John Woollard: 742-41042

From: Senior Professional Officer Grade B
\$64,307 – 72,393
ACT Department of Health & Community Care
To: Senior Officer Grade A \$74,685
Health Protection Service ACT Department of Health & Community Care, Canberra (PN. 29620)
(PS No 50)
CC: 03A550

Population Health Division Health Protection Service ACT Government Analytical Laboratory

Michelle Cartwright: 607-89517

From: Technical Officer Class 3 \$37,067-42,054
ACT Department of Health & Community Care
To: Professional Officer Class 1 \$29,978-42,054
Health Protection Service ACT Department of Health & Community Care, Canberra (PN. 26173)
(PS No: 48)
CC: 03A550

ACT COMMUNITY CARE

Integrated Health Care Program Intake Assessment Unit

Wendy Makin: 607-96573

From: Dental Assistant Level 2 \$24,836-\$31,170
ACT Community Care
To: Administrative Service officer Class 2
\$28,110-\$31,171
Intake Assessment Unit ACT Community Care,
Canberra (PN. 24274) (6/1/2000)
CC: G00243

Integrated Health Care Program Community Care Link Team

Jane Horne: 607-93786

From: Registered Nurse Level 1 \$31,926-\$41,375
The Canberra Hospital
To: Registered Nurse Level 2 \$42,723-\$45,423
Integrated Health Care Program ACT Community
Care, Canberra (PN. 28288) (20/1/2000)
CC: G00243

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Sport and Corporate Resources Budget and Facilities Financial Services

Suzana Miloloza 537-32950

From: Administrative Service Officer Class 4
\$36,399-\$39,520
Department of Education and Community Services
To: Administrative Service Officer Class 5
\$40,598-\$43,048
Department of Education and Community
Services,
Canberra (PN. 20) (Gazette No: 3, 20/01/00)
CC: 01

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

ACT Government Solicitor's Office

Annie Elizabeth Glover: 716-00839

From: Administrative Service Officer Class 4;
\$35,685 - \$38,745
Department of Justice & Community Safety
To: Legal 1; \$32,985 - \$67,631
ACT Government Solicitor's Office,
Department of Justice & Community Safety,
Canberra (PN 46140)
(4 of 27/1/00)
CC: 03A376

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 1 Annexe Macarthur House, 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.

EMPLOYMENT (Continued)

**Policy Co-ordination Group
Infrastructure Management Branch
Canberra Urban Parks and Places Section**

R. Allen: AGS No 713-01900

From: General Service Officer Class 6
\$29,067-\$30,536
Urban Services
To: Technical Officer Level 2 \$32,199-\$37,060
Canberra Urban Parks and Places Section Urban
Services, Canberra (PN. 3672) (Gazette No 2,
13/1/2000)

Note: In accordance with current EBA provisions,
appeals must be received at the Personnel
counter on Level 1 Annexe Macarthur House 12
Wattle Street Lyneham by close of business on
the 7th day after notification in the Gazette.
CC: 148-9019 17278

**Environment ACT
ACT Parks and Conservation Service**

G. J. Hirth: AGS No 261-30639

From: Ranger 1 \$28,110-\$31,171
Urban Services
To: Technical Officer Level 3 \$37,067-\$42,054
ACT Parks and Conservation Service Urban
Services, Canberra (PN. 14227) (PS 44,
4/11/1999)

Note: In accordance with current EBA provisions,
appeals must be received at the Personnel
counter on Level 1 Annexe Macarthur House 12
Wattle Street Lyneham by close of business on
the 7th day after notification in the Gazette.
CC: 148-9028 17218

Retirements and dismissals

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY**

Section 143 Public Sector Management Act:

Catherine Cook, Administrative Service Officer
Class 2, 31/1/2000
CC: 03A140

DEPARTMENT OF URBAN SERVICES

Section 143 Public Sector Management Act:

Gerald Peter Elder, Administrative Service Officer
Class 1, 10/2/2000
CC: 148-9017 17032

ACT Public Service Index of addresses

- 05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Public Hospital. PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606
- 17 Resource Advisor, Business Services Bureau, Department of Health and Community Care, PO Box 11, Woden ACT 2606
- 18 The Administrative Officer, Legislative Assembly for the ACT, GPO Box 1020, Canberra ACT 2601
- 20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611
- 21 Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601
- 23 Administrative Officer, Central Office, Department of Health and Community Care, GPO Box 825, Canberra City ACT 2601
- 28 Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608
- 30 The Secretary, Milk Authority of the ACT, GPO Box 1110, Canberra ACT 2601
- 31 The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226, Civic Square ACT 2608
- 34 Applications Officer, Urban Services, GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of Treasury and Infrastructure, GPO Box 158, Canberra ACT 2601.

GAZETTE INFORMATION

ISSUE OF ACT SPECIAL GAZETTES

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

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

Gazette Number	Date	Title
S6	29 February	Regulation No. 4 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Regulation No. 5 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Regulation No. 6 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Regulation No. 7 of 2000 ~ <i>Road Transport (Dimensions and Mass) Act 1990</i>
		Regulation No. 8 of 2000 ~ <i>Road Transport (Alcohol and Drugs) Act 1977</i>
		Regulation No. 9 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Regulation No. 10 of 2000 ~ <i>Road Transport (Safety and Traffic Management) Act 1999</i>
		Regulation No. 11 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Regulation No. 12 of 2000 ~ <i>Road Transport (Vehicle Registration) Act 1999</i>
		Regulation No. 13 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Regulation No. 14 of 2000 ~ <i>Road Transport (Driver Licensing) Act 1999</i>
		Instrument No. 68 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Instrument No. 69 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Instrument No. 70 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Instrument No. 71 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Instrument No. 72 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Instrument No. 73 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Instrument No. 74 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Instrument No. 75 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Instrument No. 76 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Instrument No. 78 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Instrument No. 79 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Notice ~ Course of instruction for breath analyses operators ~ <i>Road Transport (Alcohol and Drugs) Act 1977</i>
Notice ~ Approval of analysts ~ <i>Road Transport (Alcohol and Drugs) Act 1977</i>		
Notice ~ Approval of breath analysing instrument ~ <i>Road Transport (Alcohol and Drugs) Act 1977</i>		
Notice ~ Approval of screening device ~ <i>Road Transport (Alcohol and Drugs) Act 1977</i>		
Declaration ~ Areas to be defined as road related areas ~ <i>Road Transport (General) Act 1999</i>		
S7	28 February	Regulation No. 15 of 2000 ~ <i>Duties (Consequential and Transitional Provisions) Act 1999</i>
S8	1 March	Notice of Enactment: ~ <i>Road Transport Legislation Amendment Act 2000, No. 4 of 2000</i> ~ <i>Duties Amendment Act 2000, No. 5 of 2000</i>
		Instrument No. 83 of 2000 ~ <i>Duties Act 1999</i>
		Instrument No. 84 of 2000 ~ <i>Duties Act 1999</i>

GOVERNMENT NOTICES

AUSTRALIAN CAPITAL TERRITORY INTERPRETATION ACT 1967 NOTIFICATION OF ENACTMENT BY LEGISLATIVE ASSEMBLY

UNDER subsection 8(1) of the *Interpretation Act 1967*, I GIVE NOTICE that the following laws have been passed by the Australian Capital Territory Legislative Assembly. Copies of the laws will be made available for purchase at the ACT Government Civic Shopfront on the corner of East Row and City Walk, Canberra City.

1/3/00
Date

Kate Carnell
Chief Minister

Short Title

No. and Year

Justice and Community Safety Legislation Amendment Act 2000	1 of 2000
Justice and Community Safety Legislation Amendment Act (No 2) 2000	2 of 2000
Crimes Amendment Act 2000	3 of 2000

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

NOTICE is hereby given that the undermentioned Instrument of the Australian Capital Territory has been made. Copies of the Instrument may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Corner of City Walk and East Row Canberra City ACT 2601.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Legislative Assembly (Members' Staff) Act 1989</i>	Terms and conditions of employment of staff of office-holders pursuant to section 6(2) – old contracts.	No. 77 of 2000
<i>Legislative Assembly (Members' Staff) Act 1989</i>	Terms and conditions of employment of staff of Members pursuant to section 11(2) – old contracts.	No. 80 of 2000
<i>Legislative Assembly (Members' Staff) Act 1989</i>	Terms and conditions of employment of staff of Members pursuant to section 11(2).	No. 81 of 2000
<i>Legislative Assembly (Members' Staff) Act 1989</i>	Terms and conditions of employment of staff of office-holders pursuant to section 6(2).	No. 82 of 2000
<i>Public Health Act 1997</i>	Declaration of a public health risk activity.	No. 85 of 2000
<i>Public Health Act 1997</i>	Determination of a drinking water quality code of practice.	No. 86 of 2000

GOVERNMENT NOTICES (Continued)

NOTIFICATION OF THE MAKING OF A SUBORDINATE LAW

NOTICE is hereby given that the undermentioned Regulation of the Australian Capital Territory has been made. Copies of the Regulation may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Corner of City Walk and East Row, Canberra City ACT 2601.

Act under which Subordinate Law made	Description of Subordinate Law	Number and year of Management Standard
<i>Public Sector Management Act 1994</i>	Management Standards	No. 2 of 2000

NOTIFICATION OF AN INSTRUMENT MADE UNDER THE PUBLIC ROADS ACT 1902 (NSW)

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notice of Intention to Close Part of a Public Road – Division of Phillip.	No. R6/00 of 2000

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

TRANSPLANTATION AND ANATOMY ACT 1978

Authorisation of School of Anatomy

I, Kate Carnell, Acting Minister for Health and Community Care, pursuant to my powers under Subsection 42(1) of the *Transplantation and Anatomy Act 1978*, do by this instrument authorise the Canberra Institute of Technology, Bruce campus to conduct a school of anatomy for the teaching and study of anatomy and for the carrying on of the practice of anatomy.

Dated this 24th day of January 2000

Kate Carnell

A/g Minister for Health and Community Care

AUSTRALIAN CAPITAL TERRITORY

Public Health Act 1997

DETERMINATION OF FEES

Pursuant to Section 137 of the *Public Health Act 1997*, I, **MICHAEL JOHN MOORE**, Minister for Health and Community Care, do by this instrument, hereby determine fees for the Public Health Risk Activity of Operating a Drinking Water Utility to be:

Section	Explanation	Fee
29(2)	Application to carry on the licensable public health risk activity	\$60,000
33(2)	Application for renewal of activity licence	\$60,000

DATED this Eighth day of February

Michael Moore

Minister for Health and Community Care

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) ACT 1991

APPROVAL OF MASTER PLANS FOR:

- **BRADDON – SECTIONS 10, 13, 15, 16, 22 AND 58**
- **TURNER – SECTIONS 38, 39, 44 AND 64**

Pursuant to Practice Direction 6/98, issued by the Australian Capital Territory Planning Authority on 31 July 1998 in accordance with the Direction to the Authority made by the Executive on 10 July 1998 under subsection 37 (1) of the *Land (Planning and Environment) Act 1991*, I hereby approve the Master Plans for:

- Braddon – Sections 10, 13, 15, 16, 22 and 58
- Turner – Sections 38, 39, 44 and 64

Dated this twenty first day of February 2000.

Brendan Smyth MLA
Minister for Urban Services

GOVERNMENT NOTICES (Continued)



ACT Government

AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) ACT 1991

NOTICE

VARIATION TO THE TERRITORY PLAN IN RELATION TO DEFINED LAND

DIVISION OF NICHOLLS

(Variation No. 161)

Under subsection 32(1) of the *Land (Planning and Environment) Act 1991*, I vary the Territory Plan to specify that the land identified on the map at Annexure A, being land within the Division of Nicholls, may be used for the purposes indicated in the Annexure.

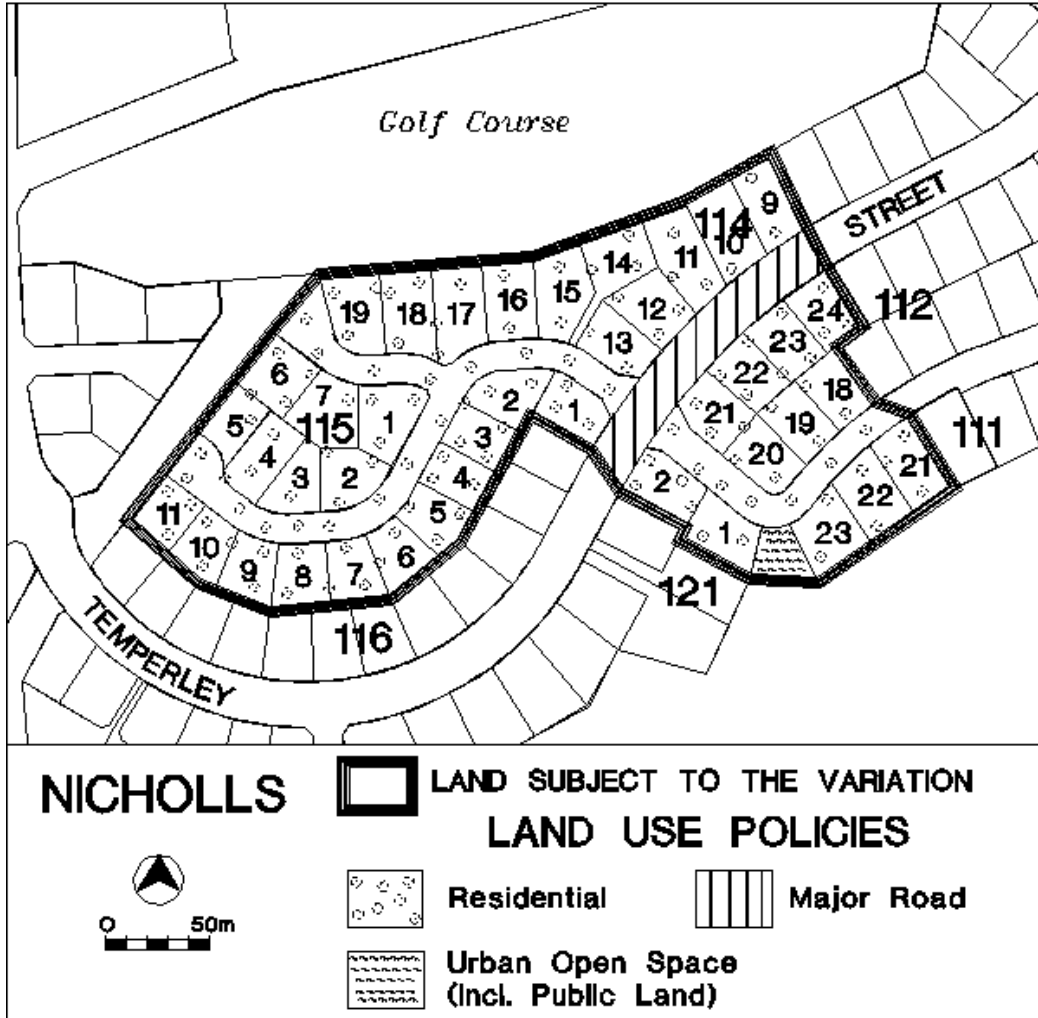
Lincoln James Hawkins

Australian Capital Territory Planning Authority

Dated the first day of March 2000

GOVERNMENT NOTICES (Continued)

**This is Annexure A to
Territory Plan Variation No. 161**



ACT Planning Authority
Date:

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

OCCUPATIONAL HEALTH AND SAFETY ACT 1989

DECLARATION

Under Section 39(2) of the ACT *Occupational Health and Safety Act 1989*, I declare that, an application by G E Shaw & Associates Pty Ltd Section 39 of the *Act* applies to the construction site at Block 17 Section 112 SYMONSTON – EXTENSIONS TO AOFR BUILDING SYMONSTON.

Jocelyn Plovits
Registrar
ACT WorkCover

Date: 29 February 2000

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

ROAD TRANSPORT (VEHICLE REGISTRATION) REGULATIONS 2000

DETERMINATION OF DESIGN OF NUMBER PLATES

Pursuant to Regulation 47 and subregulation 51(1) the *Road Transport (Vehicle Regulation) Regulations 2000*, I hereby determine that the dimensions, layout and material of number-plates and trader's plates issued under the Act, and the numbers, including non-standard numbers, which may be allocated as registration numbers on the registration of motor vehicles and as the numbers for trader's plates, shall be as set out in the attached Schedule.

This instrument commences on the day it is notified in the ACT Gazette.

Dated: 1st day of March 2000.

David Handley
Delegate of the
Road Transport Authority

GOVERNMENT NOTICES (Continued)

This is page 1 of the Schedule to the Determination made by the Delegate of the Road Transport Authority under the *Road Transport (Vehicle Registration) Regulations 2000* on the 1st day of March 2000.

1. Dimensions

- (A) A number-plate for a motor vehicle shall be approximately 190 to 372 millimetres wide and approximately 100 to 135 millimetres high;
- (B) a number-plate for a motor bike shall be approximately 185 to 255 millimetres wide and approximately 100 millimetres high; and
- (C) a number-plate for a trailer shall be approximately 190 to 372 millimetres wide and approximately 135 millimetres high.
- (D) a number-plate for use on a bike rack shall be approximately 255 wide and approximately 100mm high.

2. Materials and Colours

- (A) A number-plate for a **public motor vehicle**, restricted taxi or private hire car shall be formed of a metal plate bearing a black legend on a pale yellow reflective background;
- (B) a number-plate for a motor vehicle which is registered in the name:
 - (i) of the Government of an overseas country, or of an international organisation, being a vehicle used for the purpose of a **diplomatic mission**;
 - (ii) of a diplomatic agent or a person (not being a person who is an Australian citizen or who is a permanent resident of Australia) who is a member of the **family of a diplomatic agent** forming part of his or her household; or
 - (iii) of a member of the **administrative and technical staff** of a diplomatic mission or a person (not being a person who is an Australian citizen or who is a permanent resident of Australia) who is a member of the family of such a person forming part of his or her household;

shall be formed of metal plate bearing a black legend on a blue reflective background;

- (C) a number-plate for a motor vehicle or trailer which is registered in the name of the **Australian Capital Territory Government** (the ACT Government) other than a motor vehicle used by a Member of the Legislative Assembly for the Australian Capital Territory or by a person performing the duties of an Executive office in the Australian Capital Territory Public Service, shall be formed of a metal plate bearing a red legend on a white reflective background; and

GOVERNMENT NOTICES (Continued)

This is page 2 of the Schedule to the Determination made by the Delegate of the Road Transport Authority under the *Road Transport (Vehicle Registration) Regulations 2000* on the 1st day of March 2000.

- (D) a number-plate for any other motor vehicle or trailer, or a trader's plate, may be formed of either metal plate, plastic, or plastic and aluminium composite bearing either a blue legend on a white reflective background or a legend and background in colours of a combination approved by the Road Transport Authority.

3. Registration Numbers, Layout of Number Plates and Trader's Plates

Subject to clause 4 -

- (A) a number-plate for a **taxi** shall carry the letters "TX" followed by one to three numerals;
- (B) a number-plate for a **restricted taxi** shall carry the letters "TX" followed by one to three numerals and shall bear the words "Restricted Taxi" along the bottom of the plate;
- (C) a number-plate for a **motor omnibus** shall carry the letters "MO" followed by one to three numerals;
- (D) a number-plate for a **private hire car** shall carry the letter "H" followed by one to three numerals;
- (E) a standard number-plate for a **trailer** shall carry the letter "T" followed by one to five numerals;
- (F) a standard number-plate for a **motor bike** shall carry one to five numerals;
- (G) a number-plate for a **veteran, vintage or historic vehicle** shall carry the words "Veteran Vehicle - ACT", "Vintage Vehicle - ACT" or "Historic Vehicle - ACT" (as the case may be) and three numerals;
- (H) a number-plate for a **veteran, vintage or historic motor cycle** shall carry the letter "V" followed by three or four numerals;
- (I) a number-plate for a vehicle which is registered in the name of a government, organisation or person specified in sub-clauses 2(b)(i) and 2(b)(ii) shall carry the letters "**DC**" followed by four numerals;
- (J) a number-plate for a vehicle which is registered in the name of a person of a kind specified in clause 2(b)(iii) shall carry the letters "**DX**" followed by four numerals;
- (K) a number-plate for a motor vehicle or trailer which is registered in the name of the **ACT Government**, other than a bus or a motor vehicle used by a Member of the Legislative Assembly for the Australian Capital Territory or a person

GOVERNMENT NOTICES (Continued)

This is page 3 of the Schedule to the Determination made by the Delegate of the Road Transport Authority under the *Road Transport (Vehicle Registration) Regulations 2000* on the 1st day of March 2000.

performing the duties of an Executive office in the Australian Capital Territory Public Service may carry the number "2" followed by five additional numerals;

- (L) a number-plate for a **bus** registered in the name of the ACT Government shall carry the letters "BUS" followed by three numerals;
- (M) a **standard number-plate** for any other vehicle is to carry the letter "Y" followed by:
 - (i) two additional letters, other than the letters "OH", and three numerals; or
 - (ii) two additional letters, two numerals and a further letter;
- (N) a standard number-plate for any other vehicle owned by a **Jervis Bay** resident is to carry the letter "Y" followed by:
 - (i) two additional letters and three numerals; or
 - (ii) two additional letters, two numerals and a further letter;
- (O) a '**non-standard**' number-plate may display, either with or without a logo and/or slogan approved by the Road Transport Authority:
 - (i) the letter "A" followed by one to four numerals (**'Bicentennial'**);
 - (ii) the letter "R" followed by one to three numerals (**Raiders 'R'**);
 - (iii) the letters "YOH" followed by three numerals (**Raiders 'Y'**);
 - (iv) **Olympic** registration numbers including:
 - (a) the letter "B" followed by one to two numerals; and
 - (b) the letters "ATL" followed by one to two numerals;
 - (v) **customised** registration numbers of no more than seven characters, including:
 - (a) for a motor vehicle excluding motorbikes and trailers, a '**vehicle make**' registration number in the form of a series of letters or a combination of letters and numerals that accurately describe the name of a vehicle manufacturer, excluding the singular and plural forms of existing vehicle make number plates, and may include the model name of a vehicle produced by the manufacturer, or the year of manufacture of a vehicle produced by the manufacturer;

GOVERNMENT NOTICES (Continued)

This is page 4 of the Schedule to the Determination made by the Delegate of the Road Transport Authority under the *Road Transport (Vehicle Registration) Regulations 2000* on the 1st day of March 2000.

- (b) for a motor vehicle or motor bike, a surname or a personal **name** in the form of a series of at least two letters describing the name of a person in full, as initials, or as a commonly known abbreviation;
- (c) for a motor vehicle or a motor bike, a **company name** in the form of a series of at least two letters describing the name of a company or business, in full, in part, or as initials, and excluding the singular and plural forms of existing company name number plates, and which may be followed by numerals when multiple plates with the same combination are issued at one time;
- (d) for a **motor vehicle**, excluding motorbikes and trailers, a **unique** registration number in the form of a series of letters or a combination of letters and numerals, excluding the names of vehicle manufacturers, surnames, personal names, company names and the singular and plural forms of existing unique numbers, and in which the letter "O" must not be immediately preceded by a numeral and the number "0" (zero) must be immediately preceded by a numeral;
- (e) for a **motor bike**, a **unique** registration number in the form of a series of letters or a combination of letters and numerals, excluding the names of surnames, personal names, company names and the singular and plural forms of existing unique numbers, and in which the letter "O" must not be immediately preceded by a numeral and the number "0" (zero) must be immediately preceded by a numeral; and
- (vi) a **personalised number** for
 - (a) a **motor bike**, being two letters followed by three numerals, or
 - (b) **motor vehicle**, being two letters followed by three numerals;
- (vii) **numeric** series including:
 - (a) for a motor vehicle excluding motorbikes, three to five numerals;
 - (b) for a motorbike, where a standard number-plate is issued out of sequence, one to five numerals;
- (viii) an **approved** number, being

GOVERNMENT NOTICES (Continued)

This is page 5 of the Schedule to the Determination made by the Delegate of the Road Transport Authority under the *Road Transport (Vehicle Registration) Regulations 2000* on the 1st day of March 2000.

- (a) for a **motor vehicle**, a number described in 3(M) issued out of sequence;
 - (b) for a **trailer**, where a standard number-plate is issued out of sequence, the letter "T" followed by one to five numerals; or
 - (c) for a **veteran, vintage or historic vehicle**, a number plate described in 3(g) and 3(h), issued out of sequence;
- (P) A **traders** plate numberplate:
- (ii) for a motorbike shall carry the letter "C" followed by three numerals;
 - (iii) for a trailer shall carry the letter "E" followed by three numerals; and
 - (iii) for any other vehicle shall carry the letter "D" followed by three numerals.
- (Q) a **bike rack** plate shall carry the same registration number as displayed on the plates issued to the vehicle on which the bike rack is to be attached.

4. Slogans, logos and ACT identification

- (A) a number-plate for a vehicle of a kind specified in any of the paragraphs 3(A) to 3(D) inclusive, 3(F), 3(H), 3(O), and 3(Q) to 3(S) inclusive shall carry the letters "ACT" positioned at the top centre of the number-plate;
- (B) a number-plate for a vehicle of a kind specified in paragraph 3(E) shall carry the letters "ACT" positioned at the top centre of the number-plate and may carry one of the slogans "Canberra - The Nation's Capital", "Canberra - Heart of the Nation" or "Feel the Power of Canberra" at the bottom edge of the number-plate;
- (C) a number-plate for a vehicle of a kind specified in paragraphs 3(M) and 3(N) shall carry the letters "ACT" positioned either at the top centre of the number-plate or vertically at the left hand side edge of the number-plate;
- (D) a number-plate of a kind specified in clause 3(M), 3(O)(vi)(b) and 3(O)(viii)(a) may carry one of the slogans "Canberra - The Nation's Capital", "Canberra - Heart of the Nation" or "Feel the Power of Canberra" at the bottom edge of the number plate;
- (E) a number-plate for a vehicle of a kind specified in paragraphs 3(K) and 3(L) shall carry the slogan "ACT GOVERNMENT" which shall appear at the bottom edge of the number-plate;

GOVERNMENT NOTICES (Continued)

This is page 5 of the Schedule to the Determination made by the Delegate of the Road Transport Authority under the *Road Transport (Vehicle Registration) Regulations 2000* on the 1st day of March 2000.

- (F) a number-plate for a vehicle of the kind specified in 3(N) shall carry the slogan "Jervis Bay Territory" at the bottom edge of the number plate;
- (G) a number-plate for a vehicle of a kind specified in paragraphs 3(Q) shall carry the slogan 'Bike Rack – ACT' at the bottom edge of the number plate;
- (H) where a number-plate is formed of plastic, or plastic and aluminium composite, and a slogan is to be included, the slogan must be positioned at the bottom edge of the number-plate. Where a logo is to be included, the logo must be positioned at the left hand side edge of the number-plate; and
- (I) where a number-plate is formed of plastic, or plastic and aluminium composite, it shall carry the letters "ACT" positioned in the top centre of the number-plate.

5. Meaning of diplomatic terms

In paragraph 2(b), "diplomatic agent" and "member of the administrative and technical staff of a diplomatic mission" have the meanings assigned to them in the Vienna Convention on Diplomatic Relations.

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

RADIATION ACT 1983

Section 73

NOTIFICATION OF DECISIONS

Pursuant to Section 73 of the Australian Capital Territory Radiation Act 1983, the Radiation Council hereby gives notice of the particulars of the following decisions of Council, made on 1 March 2000.

REGISTRATION OF IRRADIATING APPARATUS (paragraph 73(1)(d))

- | | |
|-------------|---|
| Owner | Gregory George Peake |
| Description | Dens-o-mat dental x-ray machine with Gendex Oralix 65S tube
S/Nos 9122007, 651697. 65 kVp, 7.5mA |
| Location | 203 Northpoint Plaza
Chandler Street
Belconnen |
| Conditions | Diagnostic dental examinations. |
| Owner | Stephen William Dahlstrom |
| Description | Sirona model 46606D3302 dental x-ray machine
with Siemens Heliodont SR60/70/7L tube.
S/Nos 09881, 295688 60kVp, 7mA |
| Location | Room 2, Suite 12
Brindabella Specialist Centre
5 Dann Close
Garran |
| Conditions | Diagnostic dental examinations. |
| Owner | Chris Martin Andersen |
| Description | Toshiba model KCD-10M-6AT x-ray machine with model DRX-67DK
tube
S/Nos T8553229m 84053 100kVp |
| Location | 87 Langdon Avenue
Wanniassa |
| Conditions | Veterinary radiography. |
| Owner | Canberra Institute of Technology, Applied Science |
| Description | Gendex Dens-o-mat dental x-ray machine with Oralix 65S tube
S/Nos 912495, 952451 65kVp, 8mA |
| Location | Bruce Campus
Building "D"
Room DL08 |
| Conditions | Dental (educational) uses, non-human radiography. |

GOVERNMENT NOTICES (Continued)

APPROVAL FOR ALTERATION OR MODIFICATION OF REGISTERED IRRADIATING APPARATUS (paragraph 73(1)(e))

Owner	ACT Community Care, Dental Services
Description	Philips Densomat dental x-ray machine with Oralix 65S tube S/Nos 8923223, 9000623 65kVp, 7.5mA
Location	School Dental Therapy Clinic Tom Roberts Avenue Conder
Conditions	Diagnostic dental examinations.
Owner	Dr D Y Chang
Description	Dental x-ray unit Tokyo Kogyo Man. Co.LUMIX65 OSR-21 type WK. S/No KO2175 TOKYO Shibaur COD-082BSA, S/No 13683 65kVp, 10mA
Location	Suite 3, Level 2, Lakeview House Cowlshaw Street Tuggeranong ACT
Conditions	Diagnostic dental examinations.

GRANTING OF LICENCE (paragraph 73(1)(b))

Licensee	Christopher Roberts
Address	1 Hayes Crescent Griffith ACT 2603
Authorised Activities	Use, irradiating apparatus.
Conditions	Use of irradiating apparatus for diagnostic medical purposes. Restricted to fluoroscopy directly related to orthopaedic surgery. This licence does not permit the supervision or direction of any other person in the use of fluoroscopy except a registrar in your specialty.
Licensee	Melinda Newnham
Address	1-9 Howitt Street Kingston ACT 2604
Authorised Activities	Use, cause or permit to use, irradiating apparatus.
Conditions	Diagnostic dental radiography.
Licensee	Chris Martin Andersen
Address	87 Langdon Avenue Wanniassa ACT 2903
Authorised Activities	Own or have in possession, use, irradiating apparatus.
Conditions	Veterinary radiography.
Licensee	Ronald John Pedley
Address	Belconnen Orthodontic Centre 74 Emu Bank Belconnen ACT 2617
Authorised Activities	Own or have in possession, use, cause or permit to use, irradiating apparatus.
Conditions	Diagnostic dental radiography.

GOVERNMENT NOTICES (Continued)

VARIATION OF CONDITIONS SPECIFIED IN A LICENCE

(paragraph 73(1)(c))

- | | |
|-----------------------|---|
| Licensee | Joseph Lising |
| Address | Canberra Hospital
Yamba Drive
Garran |
| Authorised Activities | Purchase, own or have in possession, use, cause or permit to use, unsealed radioactive materials, irradiating apparatus. |
| Conditions | As Chief Hospital Physicist - Supervision of medical uses of: <ul style="list-style-type: none"> * Diagnostic x-ray equipment. * Sealed radioactive sources: Sr-90, Co-57, Cs-137, Ir-192. * Unsealed radioactive materials: Mo-99, Tc-99m, Ga-67, Tl-201, I-125, I-131, Cr-51, Co-57, Se-75, Y-90, C-14, P-32, In-111, Sr-89, F-18, Ga-66, Ga-68, Ge-68. * Radiation therapy x-ray & electron equipment. |
| | |
| Licensee | James Scott |
| Address | The Canberra Hospital
Yamba Drive
Garran |
| Authorised Activities | Purchase, own or have in possession, use, cause or permit to use, unsealed radioactive materials, irradiating apparatus. |
| Conditions | Hospital Physicist/Supervision of medical uses of: <ul style="list-style-type: none"> * X-ray equipment and sealed radioactive sources. * Sealed radioactive sources: Co-57, Sr-90, Cs-137. * Unsealed radioactive materials: Mo-99, Tc-99m, Ga-67, I-131, I-125, I-123, P-32, C-14, Cr-51, Tl-201, Sr-89, Y-90, H-3, Se-75, In-111, Sm-153, F-18, Ga-66, Ga-68, Ge-68. |
| | |
| Licensee | Tyco Healthcare |
| Address | 166 Epping Road
LANE COVE NSW 2066 |
| Authorised Activities | Sell, irradiating apparatus. |
| Conditions | The sale of irradiating apparatus. |

GOVERNMENT NOTICES (Continued)

Review by the ACT Administrative Appeals Tribunal - Any Persons whose interests are adversely affected by this decision may apply to the Tribunal to have the decision reviewed.

Reasons - If you wish to obtain a statement of reasons to explain why the decision was made you should write within 28 days of this notice to the ACT Radiation Council, GPO Box 825, Canberra 2601.

Location of the ACT Administrative Appeals Tribunal - The Tribunal is located on the 4th Floor,

Canberra House, 40 Marcus Clarke Street, Canberra City.

Postal Address: GPO Box 9955, Canberra 2601. Telephone: 6243 4611. Facsimile: 6247 0962. Document Exchange: DX 5727.

Powers of the ACT Administrative Appeals Tribunal - The Tribunal is an independent body. The Tribunal can agree with, change or reject to the original decision, substitute its own decision or send the matter back to the decision maker for reconsideration in accordance with Tribunal recommendations.

How to apply to the ACT Administrative Appeals Tribunal - Simply write within 28 days explaining the details to the decision and the reasons for asking for a review.

Cost - To lodge an application there is a fee. You may apply to have the fee waived on the grounds of hardship. No fee is payable if you are receiving legal assistance.

Access to documents - You may apply for access to any documents relevant to this decision under the ACT *Freedom of Information Act 1989*. For more information contact the Freedom of Information Officer, Department of Health and Community Care, on phone 62051340.

Dated this 1st day of March 2000

Joseph Lising
Chairperson
Radiation Council

GOVERNMENT NOTICES (Continued)

Environment ACT

Environment Protection Act 1997

Annual Review of Environmental Authorisations

Notice is hereby given that the following environmental authorisations have been reviewed under Section 57 of the Act and the Environment Management Authority decided not to take any action under the Act in respects of these authorisations.

Organisation	Brief Description of Activity	Location
Tempelec AE & R Pty Ltd	Use of CFCs and HCFCs	36 Copford Road Goulburn NSW
Jose Lategui	Use of CFCs and HCFCs	105 Caley Crescent Narrabundah
Lonsdale Auto Electrical Services P/L	Use of CFCs and HCFCs	25 Lonsdale Street Braddon
Dama Holdings Pty Ltd	Use of CFCs and HCFCs	118-120 Melrose Drive Phillip
Atlas Building Services	Use of CFCs and HCFCs	19/151 Gladstone Street Fyshwick
Gregorys Honda	Use of CFCs and HCFCs	126 Melrose Drive Phillip
The Australian National University	Use of CFCs and HCFCs	Canberra ACT 0200
Research School of Earth Sciences		
CSIRO Plant Industry	Use of CFCs and HCFCs	Clunies Ross Street Acton
Cuthbert Engineering	Use of CFCs and HCFCs	2/86 Hoskins Street Mitchell
Jenton Pty Ltd trading as Dynotune	Use of CFCs and HCFCs	55 Nettleford Street Belconnen
BDL Car Stereo & Air Conditioning	Use of CFCs and HCFCs	Unit 12 Paragon Mall Gladstone Street Fyshwick
A C & R	Use of CFCs and HCFCs	10 Kembla Street Fyshwick
A & J Auto Electrical Service	Use of CFCs and HCFCs	21 Isa Street Fyshwick
National Auto Electrical Service	Use of CFCs and HCFCs	Crm Brookes & Heffernan Street Mitchell
L. G. L. Refrigeration Pty Ltd (Lovelocks)	Use of CFCs and HCFCs	497 Blackburn Road Mt Waverley VIC
Autogas Development Pty Ltd	Use of CFCs and HCFCs	2 Isa Street Fyshwick
Canberra Car Centre	Use of CFCs and HCFCs	47 Newcastle Street Fyshwick
Allfridge Refrigeration Service	Use of CFCs and HCFCs	1 Bass Gardens Griffith
Applied Building Services Pty Ltd	Use of CFCs and HCFCs	36 Chippindall Circuit Theodore
J. B. C. Commercial Refrigeration	Use of CFCs and HCFCs	25 Paterson Parade Queanbeyan

Environmental Authorisation

Notice is hereby given that under Section 49 of the *Environment Protection Act 1997*, an environmental authorisation to conduct activities has been granted to the organisation set out below:

Organisation	Brief Description of Activity	Location
Bruce Operations Pty Ltd	Conduct Outdoor Concert	Bruce Outdoor Stadium

Under Section 135 of the *Environment Protection Act 1997*, an application may be made to the Administrative Appeals Tribunal for a review of the decision to which this notice relates. The Administrative Appeals Tribunal can be contacted on telephone 6217 4277.

Copies of review documents and environmental authorisations are available for public inspection, during business hours, at the office of the Environment Management Authority, Level 2, South Wing, Macarthur House, Wattle Street Lyneham ACT.

Note: In the future Environment ACT will advertise notices required under the Environment Protection Act 1997 in the Public Notices section of the Canberra Times on any day of the week from Monday to Saturday. All current notices are now also being posted to the Environment ACT web site at www.act.gov.au/environ/publicnotice.html

Dated the 29th day of February 2000
Environment Management Authority

