



Australian Capital Territory

# Gazette

No. 11, Thursday 16 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](http://www.publishing.act.gov.au/pub/gazreq.doc).

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

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### 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.

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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 maybe 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

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### ACT Public Service

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### General Information

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#### 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.

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### Vacancies

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#### DEPARTMENT OF HEALTH AND COMMUNITY CARE

**Central Office  
Structural Reform Group  
Population Health Information Unit  
Administrative Service Officer Class 5  
\$39,802-42,204 (PN. 29432 Expected Vacancy)**

**Closing date:** 30 March 2000

**Duties:** As a subject specialist or team member, perform the following duties, carry out extensive data manipulation of the Unit's various data collections, maintain the data sets and liaise with relevant sections and institutions to obtain data. Advise and assist staff with the technological equipment and packages supporting the Unit. Assist in conducting research consultancies approved by the Executive Director of the Structural Reform Group as important to the Department's mission. Produce both technical and policy reports describing findings from research carried out by the Unit. Represent the Department on relevant committees and working parties. Under limited supervision, provide leadership and promote a commitment to high quality customer service principles, practices and attributes.

Eligibility/other requirements: A knowledge and understanding of Industrial Democracy, Equal Employment Opportunity and Occupational Health and Safety principles and practices. Relevant experience in health related data and assisting with epidemiology research.

**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)

**Health Outcomes and Service Performance  
Hospital Contracts and Performance Unit  
Senior Officer Grade B, \$64,307-\$72,393  
PN. 24749**

**Closing date:** 30.3. 2000

**Duties:** The Hospital Contracts and Performance Unit is responsible for the departmental purchasing of acute health care services from ACT Hospitals. The unit carries out the day to day management and auditing of purchase agreements. The HP&C Unit also has responsibility for the reporting of hospital performance to the Minister and to the Assembly and for the analysis of key contract performance indicators.

In addition, the unit is responsible for the management of cross-border funding issues and agreements, as well as agreements concerning Veteran Affairs.

The occupant of this position will be responsible for managing the work of a small unit. This will include responsibility for a work plan which will ensure that all the Department's requirements are met in a timely manner. The occupant will represent the Department in a number of high level forums, and will be expected to contribute to the development and implementation of Departmental policy in relation to a wide range of subject matter, relating to hospital services.

A knowledge and understanding of the health environment relating to the development and purchasing of health services is required. Analytical and problem solving ability and proven numerical and financial skills are essential. Applicants should also have excellent communication skills, and to be able to work as a team leader with limited direction.

**Note:** Flexible working hours would be considered for this position.

**Contact Officer:** Penny Gregory (02) 62050877  
Selection documentation may be obtained from Edwina Loughtman (02) 62050714  
Apply: 23  
CC 148-9011-16888

### Temporary Vacancies

**Health Outcomes and Service Performance  
Mental Health Unit  
Administrative Service Officer Class 6  
\$42,986-\$49,378 P.N. 29531**

**Closing date:** 3.4.2000

**Duties:** The ACT Transcultural Mental Health Network is looking for a Project Officer to coordinate the activities of the ACT Transcultural Mental Health Network and to improve the access to and distribution of information about transcultural mental health services to health professionals and culturally and linguistically diverse communities in the ACT.

The ACT Transcultural Mental Health Network is a part of the Australian Transcultural Mental Health Network which was established under the National Mental Health Strategy as a means

to improve the access to mental health services for people from culturally and linguistically diverse communities.

This position will be based in ACT Mental Health Services.

Eligibility/other requirements: Qualifications in a health related discipline is desirable.

Experience in working with culturally and linguistically diverse communities, health promotion and/or community development activities would be an advantage.

Note: Temporary, part-time position 0.5 full time equivalent

**Contact Officer:** Kathryn Cutler-Warn  
(02)62051158

Selection documentation may be obtained from Kathryn Cutler-Warn (012)62051158

Apply: Secretary, ACT Transcultural Mental Health Network, c/- Mental Health Unit, Health Outcomes and Service Performance, Department of Health and Community Care, GPO Box 825, Canberra City, ACT 2000.  
CC 148-9011-16888

### THE CANBERRA HOSPITAL

**Mental Health  
Staff Specialist/Senior Staff Specialist  
\$80,811-\$109,183.00, Canberra**

**Closing date:** 30 March 2000

**Duties:** The position requires clinical responsibility for patients with psychiatric illness or conditions from a delimited area of the Australian Capital Territory. Clinical responsibility will require clinical leadership in all phases of treatment of individual patients including community and hospital. Supervision of medical staff and postgraduate training of psychiatry trainees will also be required. The appointee will also take part in the planning and maintenance of medical services in Mental Health Services.

**Eligibility/other requirements:** Fellowship of the Royal Australian and New Zealand College of Psychiatrists or equivalent recognised postgraduate qualification is essential. Possession of a higher degree and /or equivalent research experience is desirable but not essential

**Note:** Consideration will be given to applications for either permanent full time or permanent part time employment. Short-term contract appointment will also be considered. Completed applications should be returned to Vicki Ollenich, including curriculum Vitae and names, address and fax numbers of three referees.

**Contact Officer:** enquires about the vacancy: Associate Professor Cathy Owen (02) 6244 3500, Academic enquires, Professor Paul Gatenby, Associate Dean, The Canberra Clinical School (02) 6244 3502  
Selection documentation may be obtained from Vicki Ollenich (02) 6244 3342  
Apply: 16  
CC: 148-9010-16875 (2219)

## EMPLOYMENT (Continued)

**Mental Health Services  
Psychiatric Services Unit  
Registered Nurse Level 3  
(Clinical Nurse Consultant) \$47,110-50,147,  
Canberra  
(PN. 22396)**

**Closing date:** 30/3/00

**Duties:** ACT Mental Health Services is seeking a highly motivated Mental Health Nurse. The successful applicant will be required to have high clinical nursing skills in the provision of care to patients with complex mental health needs.

**Eligibility/other requirements:** Registered as a Mental Health Nurse in the ACT or registered as a General Nurse with Psychiatry in the ACT. Minimum of five years recent post registration experience including a period of demonstrated competency in relevant field of nursing practice, hold or working towards appropriate post basic qualifications.

**Note:** Selection may be assessed based on written applications addressing the selection criteria. Please provide the names and contact numbers of two referees with your application.

**Contact Officer:** Keith McCulloch (02) 6244 3223  
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580  
Apply: 16  
CC: 148-9010-16875 (2254)

### **ACT COMMUNITY CARE**

**Integrated Health Care Program  
Palliative Care Nurse Consultant / Educator  
Registered Nurse Level 3, \$47,723-\$50,147,  
Position No: 22586**

**Closing date:** 29 March 2000

**Duties:** The Integrated Health Care Program is seeking applications from suitably qualified Registered Nurses to fill an expected vacancy from April 2000 in the Home Based Palliative Care Service. This position requires a highly skilled Palliative Care consultant to develop services within a large multi-disciplinary community health service. The successful applicant would be expected to work within a clinical governance quality improvement framework for clinical competencies and service accreditation, provide education and self directed learning opportunities for staff and liaise with a range of government and non-government organisations and agencies for coordinated care planning and management.

**Eligibility/other requirements:** Minimum of 5 years post graduate experience and relevant post-graduate qualifications in palliative care are highly desirable. Registration as General Nurse and a current drivers licence are essential.

**Contact Officer:** Sue Matthews on (02) 62051138  
Selection documentation may be obtained from Justine Spina on (02)62051357  
Apply: 21  
CC: G00243

**Integrated Health Care Program, Physiotherapy Services  
Professional Officer Class 2 Domiciliary Services \$42,986-\$48,040, Canberra (PN. 28776)**

**Closing date:** 29 March 2000

**Duties:** Senior Physiotherapist required to provide direct patient care to acute surgical and medical patients at The Canberra Hospital, to assist in discharge and to provide a domiciliary service post discharge. This position will be part of the Orthopaedic Team but will liaise closely with HITH and LINK.

**Eligibility/other requirements:** An appropriate Degree or Diploma in Physiotherapy and eligibility for ACT registration.

**Contact Officer:** June Gunning (02) 62442670  
Selection documentation may be obtained from June Gunning (02) 62442670  
Apply: 21  
CC: G00243

**Child Youth & Women Health Program  
Women's Health Service  
Registered Nurse Level 4.2, 59,484 or  
Senior Professional Officer Grade C,  
\$54,425-\$58,683**

**Closing date:** 29 March 2000

The Women's Health Service offers counselling & medical services to women affected by violence. In addition the service also offers well women's clinics offering Pap smear and breast checks to women throughout Canberra. We are looking for a motivated and dynamic person to manage Women's Health Service and to actively participate in the Program management team.

**Contact Officer:** Giovanna Richmond (02) 62055471  
Selection documentation may be obtained from Kylie Clark (02) 6205 1549  
Apply: 21  
CC: G00243

**Integrated Health Care Program, Physiotherapy Services, Professional Officer Class 2, Physiotherapist, Medical, \$42,986-\$48,040, Canberra (PN. 28777)**

**Closing date:** 29 March 2000

Senior Physiotherapist required to provide direct patient care to individuals and groups at The Canberra Hospital. Respiratory skills and experience highly desirable.

## EMPLOYMENT (Continued)

Eligibility/other requirements: An appropriate Degree or Diploma in Physiotherapy and eligibility for ACT registration.

**Contact Officer:** June Gunning (02) 62442154  
 Selection documentation may be obtained from June Gunning (02) 62442154  
 Apply: 21  
 CC: G00243

### ACTION

#### **Executive Administrative Service Officer Class 4 (Pn A11763)**

**Duties:** Provide high level administrative support to ACTION's Executive Director and associated management team. Be responsible for the receipt, scheduling, movement, recording and distribution of ministerial correspondence, Assembly questions, media briefs and Cabinet documents. Liaise with Minister's office, Line managers and clients to ensure all correspondence is comprehensive and meets set guidelines. Prepare responses to public enquiries, complaints and ministerial representation. Operate maintain and update recording/information systems. Undertake secretariat support functions associated with committee servicing.

**Eligibility:** Sound communication skills both written and oral. Ability to set priorities, coordinate and monitor workflows and meet deadlines. Ability to prepare ministerial correspondence and reports for management. Ability to maintain computerised information systems. Knowledge of ACTION's Corporate Goals. Ability to take shorthand and/or use transcription equipment desirable.

**Contact Officer:** Ian Pye (02) 6207 8003  
 Selection Documents: Margaret McEwan (02) 6207 8068  
 Apply: 08

### CHIEF MINISTER'S DEPARTMENT

#### **InTACT Operations Systems Support, Senior Information Technology Officer Grade B, \$65,593-\$73,841p.a (Technical Engineer; Operational Systems Support) PN: 14246, Canberra**

**Closing Date:** 30 March 2000  
**Duties:** InTACT is seeking an experienced senior IT technical engineer to work within the Central Server Facilities Group. The occupant will be responsible for the two central server farms (CFS) within the ACT government, together with the off-site technical IT infrastructure. The occupant will need to participate, and provide high technical advice on IT solutions that maintain, and improve, the IT infrastructure provided within the CSF. In addition the occupant will be required to provide

high level technical expertise on the infrastructure including both reactive and proactive maintenance.

**NOTE:** Selection documentation is also available from the following Internet address: [www.intact.act.gov.au](http://www.intact.act.gov.au)

**Contact Officer** Geoff Hill (02) 62074278  
 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](mailto:intact.recruitment@act.gov.au)  
 CC: 03A350

#### **InTACT Service Delivery Customer Support Services, Classification Senior Officer Grade B, \$65,593-\$73,841p.a (Manager, Customer Support Services) PN: 14247, Canberra**

**Closing Date:** 30 March 2000  
**Duties:** InTACT is seeking an experienced and dynamic Manager to head the team responsible to the Manager Service Delivery for the development and maintenance of high level support services to clients, including the coordination of multi-function teams that deliver that service. Specifically the occupant will be responsible for ensuring all support services, including Help Desk, Web interface, and external support resources are established and maintained to meet and exceed, contracted requirements. The manager is also responsible for an array of other delivery support services including reporting, email, whole of government system support and resourcing.  
**NOTE:** Selection documentation is also available from the following Internet address: [www.intact.act.gov.au](http://www.intact.act.gov.au)

**Contact Officer** Geoff Hill (02) 62074278  
 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](mailto:intact.recruitment@act.gov.au)  
 CC: 03A350

### 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](mailto: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.

## EMPLOYMENT (Continued)

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.

#### **Birrigai Outdoor School Teacher Level 3 Principal Category 3 \$59730-65730, Canberra (PN. 4144)**

**Closing date:** 23 March 2000

**Duties:** Accept responsibility for the management of Birrigai Outdoor School in accordance with the policies of the department. Eligibility/other requirements: Category A qualifications acceptable to the Department of Education and Community Services, eg BED or BA, DipEd.

Note: This position was previously advertised in Gazette dated 17 February 2000. Previous applicants need not re-apply.

**Contact Officer:** Rob McConchie 620 57200

Apply: 12

CC: 148-9013-16917

#### **Melrose High School Teacher Level 2 \$52456-54390, Canberra (PN. 2652)**

**Closing date:** 23 March 2000

**Duties:** PE/Health.

Eligibility/other requirements: Category A qualifications acceptable to the Department of Education and Community Services, eg BED or BA, DipEd.

Note: This position was previously advertised in Gazette dated 17 February 2000. Previous applicants need not re-apply.

**Contact Officer:** Judy Pratt 620 57588

Apply: 12

CC: 148-9013-16917

#### **Latham Primary School Administrative Service Officer Class 4, Office Manager 1 \$36399-39520, Canberra (PN. 582 expected vacancy)**

**Closing date:** 30 March 2000

**Duties:** Manage all of the school's administrative and financial systems. Assist in the preparation of budgets; prepare estimates, financial returns and conduct regular expenditure reviews against approved allocations and prepare statements/returns to show trends. Act as administrative officer to the School Board where required, provide administrative support to the Principal, prepare appropriate minutes and reports for signature by the Principal.

**Contact Officer:** Karen Flatt (02) 62057345

Selection documentation may be obtained from Margaret Weston (02) 62057345

Apply: 12

CC: 148-9013-16917

### DEPARTMENT OF URBAN SERVICES

#### **ACT Housing Executive Group Service Improvement Section Performance Improvement Subsection Administrative Service Officer Class 5 \$40,598-\$43,048, Canberra (PN. 3153)**

**Closing date:** 30/3/2000

**Duties:** Under general direction undertake the following: Participate in and contribute to the development of service improvement and business systems, particularly in relation to policies and standards, procedural, contractual and business systems documentation. Assist in the provision of customer service and business improvement services in relation to ACT Housing operations. Analyse data to enable targeting of customer service and business activities with a view to implementation of continuous improvement activities.

Note: Applications for this position will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.

**Contact Officer:** Ian Woolcock (02) 62076395 or ian.woolcock@act.gov.au

Selection documentation may be obtained from Jillian Smith (02) 62076448

Apply: 34

CC: 148-9021 17244

## EMPLOYMENT (Continued)

**Corporate Group  
Information Management and Technology  
Section  
Senior Officer Grade C \$55,514-\$59,857,  
Canberra (PN. 24508)**

**Closing date:** 30/3/2000

**Duties:** As Business Analyst, assist with the ongoing review and development of Information Management and Technology strategic plans. Provide advice and support to Business Managers in planning future business systems strategies, in preparing functional specifications for proposed new systems and in defining requirements for IT infrastructure and associated services. Facilitate and support the development and review of formal business case submissions.

The successful applicant will require demonstrable skills, knowledge and/or experience of contemporary information management technology, systems project management and business process re-engineering.

Eligibility/other requirements: Relevant tertiary qualifications in Information Sciences or Business Management highly desirable.

Contact Officer: Bob Davis (02) 62075108

Selection documentation may be obtained from Nicki Burton (02) 62077165

Apply: 34

CC: 148-9017 16938

**Senior Officer Grade C \$55,514-\$59,857,  
Canberra (PN. 3066)**

**Closing date:** 30/3/2000

**Duties:** As the IT Contract Manager for the Department, administer the Service Level Agreements and Contracts for Information Technology infrastructure and associated support services. Provide support and advice in preparation of RFP and RFT documents, evaluation of submissions, and subsequent negotiation of contracts, for supply and/or development, implementation and ongoing support of Business Application Systems. Develop and maintain user guides to support contracts or SLAs.

The successful applicant will require demonstrable skills and experience in contract management, negotiation and management of IT infrastructure and support contracts or SLAs in a Purchaser/Provider environment. Experience is also required in managing major IT infrastructure acquisition projects.

Eligibility/other requirements: Qualifications in a related discipline desirable.

Contact Officer: Bob Davis (02) 62075108

Selection documentation may be obtained from Nicki Burton (02) 62077165

Apply: 34

CC: 148-9017 16938

**Administrative Service Officer Class 6  
\$43,846-\$50,366, Canberra (PN. 24509)**

**Closing date:** 30/3/2000

**Duties:** As IT Project Officer, facilitate system analysis/design projects, new software acquisition processes, and investigate and report on new information management, business system and multimedia products and emerging technologies. Facilitate the Systems Change Management Process associated with the installation of new or upgraded software, software testing, and the migration of systems from development and test environments to the production environment.

The successful applicant requires demonstrable knowledge, experience and/or skills in contemporary information technology and emerging technology directions, business systems analysis, specification and development.

Eligibility/other requirements: A degree in Information Sciences, or in Business Management with at least a sub-minor in Information Systems highly desirable.

Note: This position is available for temporary filling for a period of three years.

Contact Officer: Bob Davis (02) 62075108

Selection documentation may be obtained from Nicki Burton (02) 62077165

Apply: 34

CC: 148-9017 16938

**Administrative Service Officer Class 5  
\$40,598-\$43,048, Canberra (PN. 24510)**

**Closing date:** 30/3/2000

**Duties:** As Project Officer, assist with and support new software acquisition processes, undertake specific systems related projects and end-user assistance tasks. Assist in administering the Systems Change Management process associated with the installation of new or upgraded software, and plan and deliver end-user training programs as required.

The successful applicant will require knowledge and understanding of contemporary information technology, and emerging technology directions.

Note: This position will be filled as either an ASO 5 or ASO 4 depending on relevant experience.

Contact Officer: Bob Davis (02) 62075108

Selection documentation may be obtained from Nicki Burton (02) 62077165

Apply: 34

CC: 148-9017 16938

**EMPLOYMENT (Continued)****Appointments****ACT COMMUNITY CARE****Professional Officer Level 2 \$42,986-\$48,040**

Krishna Sadhana: 752-24949, Section 68(1),  
1 March 2000  
CC: G00243

**Professional Officer Class 1 \$29,976-\$42,054**

Samantha Mailler: 755-60846, Section 68(1),  
1 March 2000  
CC: G00243

**Professional Officer Class 2 \$42,986-\$48,040**

Felicity Rust: 740-98063, Section 68(1),  
1 March 2000  
CC: G00243

**Disability Support Officer Level 2****\$33,340-\$37,321**

Paul Attenborough: 740-98477, Section 68(1),  
3 March 2000  
CC: G00243

**Registered Nurse Level 2 \$42,723-\$45,423**

Therese Nash: 730-92155, Section 68(1),  
6 March 2000  
CC: G00243

**CALVARY HOSPITAL INC.****Calvary Administrative Officer 2****\$28,110 – 31,171**

Sally Fitzgerald: 609-16344, Section 68,  
17/02/2000  
CC: 148-9094-17781

**Registered Nurse Level 4.3 \$63,419**

Susan Minter: 609-27297, Section 68,  
21/02/2000  
CC: 148-9094-17781

**Senior Officer B \$64,307 - 72,393**

Brett Streatfeild: 710-42590, Section 68,  
13/03/2000  
CC: 148-9094-17781

**CHIEF MINISTER'S DEPARTMENT****Graduate Administrative Assistant****\$27,744-\$31,794p.a**

Megan Anne Hansford, 760-74866  
Section 68, 06/03/2000  
CC: 03A370

**ACT LEGISLATIVE ASSEMBLY****Administrative Service Officer Class 5****\$41,275-\$43,766p.a**

Gabrielle Woods, 760-74831 Enter Section 68,  
28/02/2000  
CC: 03A958

**Transfer****ACT COMMUNITY CARE****Sheila Jacobs: 255-57817**

From: Registered Nurse Level 3 \$47,110 -  
\$50,147

ACT Community Care

To: Registered Nurse Level 3 \$47,110 - \$50,147

Integrated Health Care Program ACT Community  
Care, Canberra (PN. 28308)

CC: G00243

**Judith Henderson: 261-63908**

From: Senior Professional Officer Grade C  
\$54,425-\$58,683

ACT Community Care

To: Senior Professional Officer Grade C

\$54,425-\$58,683

Child, Youth and Womens Health Program

ACT Community Care, Canberra (PN. 28639)

CC: G00243

**Jennifer Hazelton: 261-16685**

From: Senior Professional Officer Grade C  
\$54,425-\$58,683

ACT Community Care

To: Senior Professional Officer Grade C

\$54,425-\$58,683

Child, Youth and Womens Health Program

ACT Community Care, Canberra (PN. 28546)

CC: G00243

**Annabel Wyndham: 260-84804**

From: Senior Professional Officer Grade C  
\$54,425-\$58,683

ACT Community Care

To: Senior Professional Officer Grade C

\$54,425-\$58,683

Child, Youth and Womens Health Program ACT

Community Care, Canberra (PN. 28548)

CC: G00243

**Robyn Pender: 259-03468**

From: Senior Professional Officer Grade C  
\$54,425-\$58,683

ACT Community Care

To: Senior Professional Officer Grade C

\$54,425-\$58,683

Rehabilitation Program ACT Community Care,

Canberra (PN. 28569)

CC: G00243

**Jill Freeman: 259-94101**

From: Senior Professional Officer Grade C  
\$54,425-\$58,683

ACT Community Care

To: Senior Professional Officer Grade C

\$54,425-\$58,683

Rehabilitation Program ACT Community Care,

Canberra (PN. 28651)

CC: G00243

## EMPLOYMENT (Continued)

**Barry Leech: 541-14281**

From: Senior Technical Officer Grade C  
 \$54,425-\$58,683  
 ACT Community Care  
 To: Senior Technical Officer Grade C  
 \$54,425-\$58,683  
 Rehabilitation Program ACT Community Care,  
 Canberra (PN. 28652)  
 CC: G00243

**Gerda Caunt: 261-16503**

From: Senior Professional Officer Grade C  
 \$54,425-\$58,683  
 ACT Community Care  
 To: Senior Professional Officer Grade C  
 \$54,425-\$58,683  
 Integrated Health Care Program ACT  
 Community Care, Canberra (PN. 28642)  
 CC: G00243

**Judy Dyball: 607-89744**

From: Registered Nurse Level 1 \$31,926 -  
 \$41,375  
 ACT Community Care  
 To: Registered Nurse Level 1 \$31,926 - \$41,375  
 Alcohol and Drug Program ACT Community  
 Care, Canberra (PN. 28447)  
 CC: G00243

**Anna Wright: 740-90053**

From: Registered Nurse Level 2 \$42,723 -  
 \$45,423  
 ACT Community Care  
 To: Registered Nurse Level 2 \$42,723 - \$45,423  
 Integrated Health Care Program ACT Community  
 Care, Canberra (PN. 22770)  
 CC: G00243

**Charlotte Zanchetto: 260-41142**

From: Registered Nurse Level 1 \$31,926 -  
 \$41,375  
 ACT Community Care  
 To: Administrative Service Officer Class 2,  
 \$28,110-\$31,171  
 Child, Youth and Women's Health Program ACT  
 Community Care, Canberra (PN. 20885)  
 CC: G00243

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### Promotions

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**Promotions under the *Public Sector Management Act 1994***

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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.

**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.

## EMPLOYMENT (Continued)

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:

- 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
- 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
- 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 same *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 deadline 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,

## EMPLOYMENT (Continued)

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.**

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,

## EMPLOYMENT (Continued)

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 supervisors' 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.

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.

## EMPLOYMENT (Continued)

### 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

### THE CANBERRA HOSPITAL

#### Finance and Information Management Financial Accounting and External Reporting

##### **Ronald McNeilly: 735-28383**

From: Senior Officer Grade C \$54,425-58,683  
The Canberra Hospital  
To: † Senior Officer Grade B \$64,307-72,393  
Financial Accounting and External Reporting  
The Canberra Hospital, Canberra (PN. 28627)  
(PS35, 2/9/99)  
CC: 148-9010-16875 1321

#### Corporate Services Food Services

##### **Ric Della-Torre: 261-50525**

From: Administrative Service Officer Class 2  
\$28,110 - \$31,171  
The Canberra Hospital  
To: Administrative Service Officer Class 4  
\$35,685 – \$38-745  
Food Services The Canberra Hospital, Canberra  
(PN. 21477) (ACT Gazette 27/01/00)  
CC: 148-9010-16875 1371

#### Corporate Services Medical Imaging

##### **Ljube Trajkovski: 261-01424**

From: Professional Officer Class 1  
\$29,976-\$42,054  
The Canberra Hospital  
To: Professional Officer Class 2 \$42,986-  
\$48,040  
Medical Imaging, Radiology The Canberra  
Hospital, Canberra (PN. 28803)  
(ACT Gazette 27/01/00)  
CC: 148-9010-16875 2713

### ACT COMMUNITY CARE

#### Child, Youth and Women's Health Program North Region

##### **Patricia Mason: 527-37063**

From: Professional Officer Class 2  
\$42,986-\$48,040  
ACT Community Care  
To: Senior Professional Officer Grade C  
\$54,425-\$58,683  
Child, Youth and Women's Health Program ACT  
Community Care, Canberra (PN. 28546)  
(3/2/2000)  
CC: G00243

#### Child, Youth and Women's Health Program Central Region

##### **Denise Lamb: 740-89378**

From: Registered Nurse Level 3, \$47,110  
\$50,147 ACT Community Care  
To: Registered Nurse Level 4.2 (ADON) \$59,484  
Child, Youth and Women's Health Program, ACT  
Community Care, Canberra (PN. 28564)  
(3/2/2000)  
CC: G00243

#### Integrated Health Care Program Central Region

##### **Sue Matthews: 331-35729**

From: Registered Nurse Level 3 \$47,110-  
\$50,147 ACT Community Care  
To: Registered Nurse Level 4.2 (ADON) \$59,484  
Integrated Health Care Program, ACT  
Community Care, Canberra (PN. 28557)  
(3/2/2000)  
CC: G00243

#### Integrated Health Care Program South Region

##### **Maree Sullivan: 260-69049**

From: Registered Nurse Level 3 5,\$51,953  
ACT Community Care  
To: Registered Nurse Level 4.2 (ADON) \$59,484  
Integrated Health Care Program, ACT  
Community Care, Canberra (PN. 28538)  
(3/2/2000)  
CC: G00243

### DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

#### Sport and Corporate Resources Division Budget and Facilities Branch Information Technology Support Section

##### **L. Veal : 362-69765**

From: Administrative Service Officer Class 5  
\$40598-43048  
Education and Community Services  
To: Administrative Service Officer Class 6  
\$43846-50366  
Information Technology Support Section  
Education and Community Services, Canberra  
(PN. 33610) (5, 03/02/2000 )  
CC: 148-9013-16917

#### Education and Training Division Office of Training and Adult Education Quality Assurance Unit

##### **Margaret Anne Houghton: 025-00391**

From: Senior Officer Grade C \$55514-59857  
Education and Community Services  
To: # Senior Officer Grade B \$65593-73841  
Quality Assurance Unit, Education and  
Community Services, Canberra (PN. 283)  
(PS44, 04/11/1999)  
CC: 148-9013-16917

## EMPLOYMENT (Continued)

### 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 7<sup>th</sup> day after notification in the Gazette.

**Operations Group**  
**City Operations Branch**  
**Urban Rangers and Approval Services Section**  
**Domestic Animal Services Subsection**

**M. J. Lawrence: AGS No 705-35190**  
 From: Administrative Service Officer Class 5 \$39,802-\$42,204  
 Urban Services  
 To: † Senior Officer Grade C \$54,425-\$58,683  
 Urban Rangers and Approval Services Section  
 Urban Services, Canberra (PN. 39921)  
 (Gazette No 5, 3/2/2000)  
 CC: 148-9015 17028

### DEPARTMENT OF TREASURY AND INFRASTRUCTURE

**Revenue Management Branch**  
**C. J. Olley 607-68708**

From: CMD Officer Class 6 \$44,723-\$51,373p.a  
 Department of Treasury and Infrastructure  
 To: CMD Senior Officer, \$57,361-\$61,791p.a  
 Section: Taxation Services:  
 Department of Treasury and Infrastructure,  
 (Canberra ) (PN. 42939)  
 Gazette No 45: ( ) 11/11/1999  
 CC: 03A144

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## **Retirements and dismissals**

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### DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

**Section 143 Public Sector Management Act,**  
 William Allen, Custodial Officer Grade 1, 6/3/00  
 CC: 148-9012-16898

**Section 143 Public Sector Management Act**  
 Judith Carn, Custodial Officer Grade 1, 15/1/00  
 CC: 148-9012-16898

**Section 143 Public Sector Management Act,**  
 Alan James Rummery,  
 Administrative Service Officer Class 6, 1/3/00  
 CC: 148-9012-17170

### DEPARTMENT OF URBAN SERVICES

**Section 143 Public Sector Management Act:**  
 William Tarasiuk, General Service Officer Level 6, 25/2/2000  
 CC: 148-9017 16954

**Section 143 Public Sector Management Act:**  
 Michael Lauder, General Service Officer Level 3, 21/2/2000  
 CC: 148-9015 17777

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## **ACT Public Service Index of addresses**

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- 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

## **EMPLOYMENT (Continued)**

- 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.

## GOVERNMENT NOTICES

### 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>Justices of the Peace Act 1989</i>	Appointment of Justices of the Peace.	No. 87 of 2000
<i>Land (Planning and Environment) Act 1991</i>	Determination of Conditions.	No. 88 of 2000
<i>Road Transport (General) Act 1999</i>	Approval of Protective Helmets for Bicycle Riders.	No. 89 of 2000
<i>Road Transport (General) Act 1999</i>	Approval of Child Restraints.	No. 90 of 2000
<i>Road Transport (General) Act 1999</i>	Approval of Protective Helmets for Motorbike Riders.	No. 91 of 2000
<i>Health Professions Boards (Procedures) Act 1981 and Chiropractors and Osteopaths Act 1983</i>	Appointment of Evan Lallemand as Chairperson of the Chiropractors and Osteopaths Board of the ACT.	No. 92 of 2000
<i>Health Professions Boards (Procedures) Act 1981 and Chiropractors and Osteopaths Act 1983</i>	Appointment of John Frederick Gledhill as a member of the Chiropractors and Osteopaths Board of the ACT.	No. 93 of 2000
<i>Health Professions Boards (Procedures) Act 1981 and Chiropractors and Osteopaths Act 1983</i>	Appointment of Donald Arthur McDowall as a member of the Chiropractors and Osteopaths Board of the ACT.	No. 94 of 2000
<i>Health Professions Boards (Procedures) Act 1981 and Chiropractors and Osteopaths Act 1983</i>	Appointment of Stuart Maxwell Steele as a member of the Chiropractors and Osteopaths Board of the ACT.	No. 95 of 2000
<i>Liquor Act 1975</i>	Determination of Fees.	No. 96 of 2000
<i>Parole Act 1976</i>	Appointment of John Manley Hyndes as a member of the Parole Board of the ACT.	No. 97 of 2000
<i>Children's Services Act 1986</i>	Appointment of Janet Rickwood to Act as an Official Visitor.	No. 98 of 2000

**GOVERNMENT NOTICES (Continued)**

**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.

<b>Act under which Instrument made</b>	<b>Description of Instrument</b>	<b>Number and year of Instrument</b>
<i>Public Roads Act 1902 (NSW)</i>	Notice of Declaration of Public Roads – Division of Amaroo.	No. R7/00 of 2000



**AUSTRALIAN CAPITAL TERRITORY**

**ROAD TRANSPORT (DIMENSIONS AND MASS) ACT 1999**

**INSTRUMENT OF APPROVAL**

Pursuant to Section 50 of the Road Transport (Dimensions and Mass) Act 1999, I, Hamish Murray McNulty, hereby approve JERZY KWIATOWSKI as a duly qualified engineer.

Dated the 1st day of March 2000

**Hamish Murray McNulty**  
 Delegate of the Road Transport Authority

**GOVERNMENT NOTICES (Continued)****AUSTRALIAN CAPITAL TERRITORY*****LAND (PLANNING AND ENVIRONMENT) ACT 1991*****NOTICE**

The ACT Executive, pursuant to paragraph 26(1)(a) of the *Land (Planning and Environment) Act 1991*:

- **approved on 23 February 2000 Variation to the Territory Plan No.100 entitled Telecommunications Facilities Policies.**

In accordance with subsection 29(1) of the *Land (Planning and Environment) Act 1991*:

- Plan Variation No.100 was tabled before the Legislative Assembly and had not been disallowed or deemed to be disallowed as at 9 March 2000.

Now therefore pursuant to subsection 29(6) of the *Land (Planning and Environment) Act 1991*, I specify that the date of commencement of Variation No.100 to the Territory Plan will be 16 March 2000.

Copies of Variation No.100 to the Territory Plan:

- are available for inspection at libraries of the ACT Government Library Service at Belconnen, Civic, Dickson, Erindale, Kingston, Kippax, Tuggeranong and Woden during normal opening hours;
- are available free of charge at the Shopfront, Dame Pattie Menzies House, 16 Challis Street, Dickson during normal office hours; and
- are available for inspection on the PALM Website at:  
**<http://www.palm.act.gov.au/tplan>**

Brendan Smyth

Minister for Urban Services

**GOVERNMENT NOTICES (Continued)**

**Environment ACT**

***Environment Protection Act 1997***

**Application for an Environmental Authorisation**

Notice is hereby given that under Section 48 of the *Environment Protection Act 1997*, environmental authorisations to conduct activities have been received from the organisations set out below:

<b>Organisation</b>	<b>Brief Description of Activity</b>	<b>Location</b>
Canberra Tourism and Events Corporation	Motorsports FAI Rally of Canberra	Stromlo Forrest, Exhibition Park in Canberra, Blewitts Pines and the Pipeline Access Road

Under Section 48(1) of the *Environment Protection Act 1997*, any person who wishes to make a written submission to the Environment Management Authority concerning the above application may do so by COB Friday 7 April 2000. Submissions should be addressed to:

Environment Management Authority, PO Box 144, Lyneham ACT 2602

Copies of the application may be obtained from the Environment Management Authority by telephoning the Environment ACT Helpline on (02) 62079777 or at Level 2, South Wing, Macarthur House, Wattle Street Lyneham ACT.

Dated the 6th day of March 1999  
Environment Management Authority

**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY**

**MENTAL HEALTH (TREATMENT AND CARE) ACT 1994**

**APPOINTMENT**

**MENTAL HEALTH OFFICER**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994* I, **Michael John Moore** Minister for Health and Community Care hereby appoint:

**STEPHEN KEILEY**

to be a Mental Health Officer.

Dated this First day of March 2000

**MICHAEL JOHN MOORE**  
**MINISTER FOR HEALTH AND COMMUNITY CARE**

**AUSTRALIAN CAPITAL TERRITORY**

**MENTAL HEALTH (TREATMENT AND CARE) ACT 1994**

**APPOINTMENT**

**MENTAL HEALTH OFFICER**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994* I, **Michael John Moore** Minister for Health and Community Care hereby appoint:

**PETER CARTER**

to be a Mental Health Officer.

Dated this First day of March 2000

**MICHAEL JOHN MOORE**  
**MINISTER FOR HEALTH AND COMMUNITY CARE**

## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

#### ***Mental Health (Treatment and Care) Act 1994***

#### **APPOINTMENT OF MENTAL HEALTH OFFICERS**

#### **EXPLANATORY STATEMENT**

Part X Section 119(1) of the *Mental Health (Treatment and Care) Act 1994* allows the Minister for Health and Community Care to appoint Mental Health Officers.

The signed appointments of two Mental Health Officers are attached. These appointments are required to enable Hennessy House to have Mental Health Officer coverage on each shift. Both officers are required to be appointed as a Mental Health Officers to enable them to perform their duties at Hennessy House.

## GOVERNMENT NOTICES (Continued)

### AUSTRALIAN CAPITAL TERRITORY

#### *Public Health Act 1997*

#### DETERMINATION OF FEES

I, **Michael John Moore**, Minister for Health and Community Care, pursuant to my powers under the *Public Health Act 1997* ('the Act') hereby revoke the instrument determining fees dated 12 day of January 2000 and determine that:

1. under Section 137 of the Act, the fees for the purposes of the Act shall be those set out in the Schedule (where the determined fee for the purposes of a particular provision of the Act specified in the left hand column of the Schedule, is the fee which is listed in the right hand column of the Schedule immediately opposite the reference to the particular provision of the Act)
2. under Subsection 19(b) of the Act, charities and benevolent institutions are exempt from the requirement to pay fees for a public health risk activity licence for the operation of a hairdressing business or the management and control of a boarding house.

#### SCHEDULE

<b>Provision</b>	<b>Fee</b>
Subsection 29(2)(f) Fee for a Public Health Risk Activity Licence for the operation of a hairdressing business for 12 months or licence renewal	\$ 100.00
Subsection 29(2)(f) Fee for a Public Health Risk Activity Licence for the operation of a hairdressing business for 9 months	\$ 75.00
Subsection 29(2)(f) Fee for a Public Health Risk Activity Licence for the operation of a hairdressing business for 6 months	\$ 50.00
Subsection 29(2)(f) Fee for a Public Health Risk Activity Licence for the operation of a hairdressing business for 3 months	\$ 25.00
Subsection 29(2)(f) Fee for a Public Health Risk Activity Licence for the management and control of a boarding house for 12 months or licence renewal	\$ 100.00

### GOVERNMENT NOTICES (Continued)

Subsection 29(2)(f) Fee for a Public Health Risk Activity Licence for the management and control of a boarding house for 9 months	\$ 75.00
Subsection 29(2)(f) Fee for a Public Health Risk Activity Licence for the management and control of a boarding house for 3 months	\$ 50.00
Subsection 29(2)(f) Fee for a Public Health Risk Activity Licence for the management and control of a boarding house for 3 months	\$ 25.00

Dated this First day of March 2000

**Michael Moore**  
Minister for Health and Community Care

### EXPLANATORY STATEMENT

The *Public Health Act 1997* ('the Act') provides for the licensing of public health risk activities.

The Act empowers the Minister under section 137, by notice published in the Gazette, to determine fees for the purposes of the Act.

This instrument sets fees for the licensing of the following licensable public health risk activities:

1. The operation of a hairdressing business.
2. The management or control of a Boarding House.

In addition, the Act empowers the Minister under Subsection 19(b) to exempt specified persons or persons in special circumstances from having to pay fees for the purposes of the Act.

This determination also provides for the exemption of charities and benevolent institutions from the requirement to pay any fees for a hairdressing or boarding house licence.

