



Australian Capital Territory

Gazette

No. 12, Thursday 23 March, 2000

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GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

- General Information;
- Employment
- Government Notices;
- 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.

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- 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

THE CANBERRA HOSPITAL

**Nursing Branch
Medical Services
Oncology Ward
Registered Nurse Level 3 \$47,110 – \$50,147
Canberra (PN. 22383)**

Closing date: 6 April 2000

Duties: As Clinical Nurse Consultant, provide leadership in co-ordinating total patient care activities, including admission and discharge planning; liaise with patient care team members, nurse managers and nurse educators to achieve an agreed standard of care.

Note: This is a temporary full time vacancy available from April 2000 for 12 months or return of nominal occupant

Contact Officer: Helen DeBritt (02) 6244 3257
Selection documentation may be obtained from HRM Nursing (02) 6244 2257

Apply: 16

CC: 148-9010-16875 1798

**Nursing Branch
Staff Development Unit
Registered Nurse Level 3 \$47,110 - \$50,147
Canberra (PN. 26328)**

Closing date: 6 April 2000

Duties: As Nurse Educator (Critical Care), provide evidence based programs to Intensive Care Unit staff through the development, implementation, coordination and evaluation of learning packages, workshops, seminars and study modules; provide guidance and support to staff in the planning, implementation and evaluation of in service educational programs. Eligibility/other requirements: Eligible for registration as a nurse with the ACT Nurses Registration Board. Minimum of five years post registration experience including a period of demonstrated expertise in the relevant field of nursing practice; holds or has made significant progress towards a post-graduate qualification in an appropriate health or education field and holds relevant clinical post registration qualifications.

Note: The incumbent in this position has dual lines of accountability – to the Director, Staff

EMPLOYMENT (Continued)

Development Unit and to the Director of Nursing, Surgical Service Management Team.

Contact Officer: Dr Leanne Aitken (02) 6244 3429 / Kimberley Pierce (02) 6244 3515
 Selection documentation may be obtained from Maureen Tolley (02) 6244 3429
 Apply: 16
 CC: 148-9010-16875 1521

ACT COMMUNITY CARE

Child, Youth and Women's Health Program Professional Officer Class 2 \$42,986-\$48,040, Canberra (PN. 22952)

Closing date: 5 April 2000
Duties: ACT BREASTSCREEN have an expected vacancy for casual, temporary or permanent radiographer to work in ACT and S.E.N.S.W.

Eligibility/other requirements: A holder of a Statement of Accreditation from Australian Institute of Radiography, experience in mammography is highly desirable

Contact Officer: Sue Richardson on (02) 6205 1932
 Selection documentation may be obtained from Sue Richardson on (02) 6205 1932
 Apply: 21
 CC: 148-9009-16863

Integrated Health Care Program Registered Nurse Level 3.5 \$52,553, Canberra (PN. Several positions)

Closing date: 5 April 2000
Duties: The Integrated Health Care Program has undergone restructuring and as a result of promotions has several vacancies for Clinical Nurse Coordinators in the Intake and Assessment Unit and Regional Teams. The Integrated Health Care Program is seeking applications from suitably qualified Registered Nurses to fill these positions. The successful candidates will be involved in the management of a human and material resources, supervision of clinical practice and overseeing the day to day running of a team in conjunction with a Regional Manager.

Eligibility/other requirements: Previous experience in a similar environment and comprehensive knowledge of management principles and practices are highly desirable. Registration as a General Nurse, a degree or higher and a current Drivers Licence are essential.

Contact Officer: Debbie Booth on (02) 62052131
 Selection documentation may be obtained from Justine Spina (02) 62051357
 Apply: 21
 CC: 148-9009-16863

Integrated Health Care Program, Senior Professional Officer Class C Physiotherapist, \$55,241 - \$59,563 (PN: 25523)

Closing date: 5 April 2000
Duties: ACT Community Care is looking for a team leader for the medical and surgical Physiotherapy services at The Canberra Hospital. A senior clinician with superior leadership ability able to manage the departments high quality service is required. Commitment to evidence-based practise and knowledge of outcome measures highly desirable.

Eligibility/other requirements: Degree 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: 148-9009-16863

CALVARY HOSPITAL INC.

Administrative Services Hospital Services Calvary Services Officer 3\$ 25,809 - 26,689, Canberra (PN. 8256)

Closing date: 6/4/2000
Duties: As directed, assist with medical emergencies and with the control of refractory patients. Assist nursing staff with patient hygiene, lifting, transporting and positioning of patients

Contact Officer: Matt Garven (02) 6201 6440
 Selection documentation may be obtained from Matt Garven (02) 6201 6440
 Apply: 07
CC: 148-9094-17781

Administrative Services Hospital Services Day Procedures Unit Calvary Services Officer 4\$ 26,689 - 27,759, Canberra (PN. 8543)

Closing date: 6/4/2000
Duties: In accordance with operating room procedures and practices, assist medical and nursing staff with the transportation preparation and positioning of patients and equipment.
 Note: Part time 50 hours per fortnight

Contact Officer: Matt Garven (02) 6201 6440
 Selection documentation may be obtained from Matt Garven (02) 6201 6440
 Apply: 07
 CC: 148-9094-17781

EMPLOYMENT (Continued)

Administrative Services
Hospital Services
Operating Rooms
Calvary Services Officer 4\$ 26,689 - 27,759,
Canberra (PN. 8647 & 9164)

Closing date: 6/4/2000
Duties: In accordance with operating room unit procedures and practices, assist medical and nursing staff with the transportation, preparation and positioning of patients and equipment.

Contact Officer: Matt Garven (02) 6201 6440
 Selection documentation may be obtained from Matt Garven (02) 6201 6440
 Apply: 07
CC: 148-9094-17781

Administrative Services
Hospital Services
Calvary Services Officer 4\$ 26,689 - 27,759,
Canberra (PN. Several)

Closing date: 6/4/2000
Duties: As directed, assist in medial emergencies and control of refractory patients. Perform security duties to all areas of the hospital and grounds.
 Note: Part time, 2 x 28 & 2 x 35 hours per fortnight.

Contact Officer: Matt Garven (02) 6201 6440
 Selection documentation may be obtained from Matt Garven (02) 6201 6440
 Apply: 07
CC: 148-9094-17781

CANBERRA INSTITUTE OF TECHNOLOGY

Division of Learning Services
Library and Learning Centres
Administrative Service Officer Class 2,
\$28,110 - \$31,171, Canberra (PN. 54324)

Closing date: 6.4.00
Duties: Provide secretarial and administrative support for Library and Learning Centres including word processing, spreadsheet and database maintenance, receptionist duties, entering of purchase orders, receipting and invoices into the financial management system and arranging appointments, meetings, travel and accommodation.
 Note: This position will be filled on a part time basis of 25 hours per week.

Contact Officer: Leanne Herne (02) 6207 4809
 Selection documentation may be obtained from Leanne Herne (02) 6207 4809
 Apply: 11
 CC: G00193

Division of Learning Services
Library and Learning Centres
Senior Professional Officer Grade C
\$54425 - \$58683, Canberra (PN. 54589)

Closing date: 6.4.00
Duties: This Senior Library position has the responsibility for client services and developing internal and external learning partnerships. This position will focus on developing strategic directions for the Library and Learning Centre within the VET sector.
Eligibility/other requirements: Appropriate Degree or Diploma, together with training in librarianship which qualifies for admission to Associated Membership of the Library Association of Australia or a recognised course of integrated studies in librarianship.
 Note: This position is available for temporary employment or temporary transfer from ASAP until 1 February 2001. There is a possibility that this position might be readvertised for permanent filling at a later date.

Contact Officer: Helena Zobec (02) 62073378
 Selection documentation may be obtained from Lisa Black (02) 62073473
 Apply: 11
 CC: G00193

Education Delivery Program
Faculty of Management and Business
Computing and Information Management
Teacher Band 1 \$34394-46942, Canberra
(PN. 51163, 51165, 51511)

Closing date: 6.4.00
Duties: Prepare and present lectures, practical classes and workshops on data communications, networks, PC hardware, office applications and operating systems. Develop learning materials suitable for a range of environments such as flexible, online and classroom delivery. Maintain appropriate student assessment procedures and educational records.
Eligibility/other requirements: Appropriate tertiary qualifications relevant to the teaching of Computing Studies or other relevant discipline as appropriate to teaching to diploma level. Five years or more of relevant vocational/industrial/professional experience OR possess such other qualifications and/or experience acceptable for the position. Possess or eligible to obtain, qualifications in Adult Education.
 Note: This position is available for temporary employment or temporary transfer from ASAP until 25 April 2003.

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

EMPLOYMENT (Continued)

Education Delivery Program
Faculty of Management and Business
Business Administration and Technology
Teacher Band 1 \$34394-\$46942, Canberra
(PN. 51547)

Closing date: 6.4.00

Duties: Prepare and present lectures and practical classes in keyboarding/computer applications, office skills, workplace skills, financial skills and communication skills. Develop learning materials suitable for a range of environments such as flexible and classroom delivery. Maintain appropriate student assessment procedures and educational records.

Eligibility/other requirements: Appropriate tertiary qualifications relevant to the teaching of Office Technology/Administration skills or other relevant discipline as appropriate to teaching to diploma level. Five years of relevant vocational/industrial/professional experience OR possess such other qualifications and/or experience acceptable for the position. Possess, or eligible to obtain, qualifications in Adult Education.

Note: This position is available for temporary employment or temporary transfer from ASAP until 25 April 2003.

Contact Officer: Annette Sadler (02) 62073263
 Selection documentation may be obtained from Patricia Johnstone (02) 62073116
 Apply: 11
 CC: G00193

Education Delivery Program
Faculty of Applied Science
Laboratory Sciences
Teacher Band 1 \$34394-\$46942, Canberra
(PN. 51288)

Closing date: 6.4.00

Duties: Teach as required by the Head of Department, aspects of Biology/Animal Science and/or Veterinary Science.

Eligibility/other requirements: Appropriate tertiary qualifications relevant to the teaching of Animal Science/Veterinary Science or other relevant discipline as appropriate to teaching diploma level. Five years or more of relevant vocational/industrial/professional experience OR possess such other qualifications and/or experience acceptable for the position. Possess, or eligible to obtain, qualifications in Adult Education.

Note: This position is available for temporary employment or temporary transfer from ASAP for up to 5 years and is a part time position at 0.7 of a full time teaching load.

Contact Officer: Ron Boulton (02) 62074175
 Selection documentation may be obtained from Paul Heinemann (02) 62074093
 Apply: 11
 CC: G00193

INDEPENDENT COMPETITION AND REGULATORY COMMISSION

Senior Officer Grade A, \$76,179-\$76,179p.a.
(PN55319), Canberra

Closing date: 30 March 2000

Duties: As a senior management with a high degree of independence: Direct the operations of the secretariat including leading, managing and directing a team of professionally qualified staff to coordinate the implementation of microeconomic reform and competition policy initiatives and deliver a best practice regulatory framework in the ACT.

Eligibility/other requirements: Tertiary qualifications, or equivalent experience in economic or related disciplines are highly desirable. Personnel/human resources, are an essential requirement.

Contact for selection documentation: Linda Syrek (02) 62076485
 Contact Officer: Hugo Harmstorf (02)62076082
 Apply: 35
 CC: 148-9031-17429

DEPARTMENT OF URBAN SERVICES

ACT WorkCover
Executive Level Position
Occupational Health and Safety Commissioner

Closing date: 6/4/2000

The Commissioner for Occupational Health and Safety is a new position created through recent amendment of the *Occupational Health and Safety Act 1989*. The Commissioner will be a statutory position reporting direct to the Minister for Urban Services. The Commissioner's principal responsibility will be to manage the operations of ACT WorkCover. The primary functions of ACT WorkCover are to promote and regulate workplace safety, to promote good injury management practices, and to regulate the operation of the ACT's workers' compensation arrangements.

Duties: The Commissioner will lead and manage the education and regulation activities of ACT WorkCover; lead strategic planning and business planning processes of the agency; manage the delivery of the agency's commitments in its services purchase agreement; and, as a member of the Occupational Health and Safety Council of the ACT, participate in the Council's review and advisory functions.

Eligibility/other requirements: These duties require executive management and leadership skills of an exceptionally high order; demonstrated ability to manage in a challenging and changing environment; demonstrated ability to develop and deliver strategic management objectives in accordance with Government policies and priorities, and demonstrated ability to apply corporate planning principles and performance monitoring.

EMPLOYMENT (Continued)

Experience in or detailed practical understanding of OH&S and workers compensation arrangements at national and territory/state level, and the impact of key national and ACT issues and reforms on ACT WorkCover is essential.

Contact officer: Ken Horsham (02) 62076256
 Selection documentation: Shelley Schreiner (02) 62076155
 Apply: 34
 CC: 148-9020 17088

Environment ACT
ACT Parks and Conservation Service
Tidbinbilla Nature Reserve
Senior Officer (Technical) Grade C
\$54,425-\$58,683 (PN. 15656)

Closing Date: 6/4/2000

Manager Tidbinbilla Nature Reserve
 Tidbinbilla Nature Reserve, situated approximately 40 km from Canberra City centre, occupies an area of over 5000 ha including designated national park, and a special purpose reserve identified for appropriate level tourism, recreation and education.
 In your leadership role you will manage and direct the business operations of the Tidbinbilla Nature Reserve as a premier tourist destination and protected natural area in the ACT.

You will be expected to develop and implement the annual budget, business and marketing plans and visitor services programs within the framework of the purchase agreement.

Implementation of the Tidbinbilla Nature Reserve Management Plan for the Reserve and liaison with tourism agencies, the industry and other Environment ACT businesses in achieving the objectives of Environment ACT are important requirements of the position.

You will also be expected to develop and implement programs associated with Equal Employment Opportunity, Industrial Democracy, Occupational Health and Safety and staff development and training.

Eligibility/other requirements: Tertiary qualifications in Business Management, Tourism or Natural Resources Management.

Contact officer: Stephen Hughes (02) 62072240
 Selection documentation: Sue Kumpus (02) 62072262
 Apply: 34
 CC: 148-9028 17218

Operations Group
City Operations Branch
Road User Services Section Executive Subsection
Senior Officer Grade C \$55,514-\$59,857, Canberra (PN. 4683)

Closing date: 6/4/2000

Duties: In a change environment, manage the procedural and training programs across Road User Services including active promotion and implementation of quality programs across Road User Services. Promote a high customer service ethic within the business and contribute to strategic planning, financial and performance management.

Contact Officer: Lynn Walsh (02) 62077077
 Selection documentation may be obtained from Helen Williams (02) 62077033
 Apply: 34
 CC: 148-9015 17013

Senior Officer Grade C \$55,514-\$59,857, Canberra (PN. 33121)

Closing date: 6/4/2000

Duties: In a change environment, manage the activities of operational areas of Road User Services including Client Services, Vehicle Testing, Technical Standards and Audit functions. Promote a high customer service ethic within the business and contribute to strategic planning, financial and performance management.

Contact Officer: Lynn Walsh (02) 62077077
 Selection documentation may be obtained from Helen Williams (02) 62077033
 Apply: 34
 CC: 148-9015 17013

DIRECTOR OF PUBLIC PROSECUTIONS

Director of Public Prosecutions
Professional Officer Class 2 \$42,986 – \$48,040, Canberra (PN. 45021)

Closing date: 30 March 2000

Duties: As witness assistant Officer for the DPP: Provide or ensure witnesses are provided with accurate, relevant and timely information in regard to what is involved in being a witness, the protection and assistance available to witnesses, the role of victim impact statements and the working of the court system. In consultation with the relevant prosecutor, police officers and victims liaison officers, keep witnesses informed of the progress of prosecutions in which the witness is involved. Assist witnesses with arrangements in relation to their attendance in court and provide information on the procedures associated with the giving of evidence.

Where appropriate refer witnesses to other assistance and support services and assist with the development of policy in respect of victim's issues.

EMPLOYMENT (Continued)

Eligibility/other requirements: Relevant qualifications are desirable however not mandatory.

Applicants who previously applied for the Professional Office Class 1 position should reapply.

Contact Officer: Ken Archer (02) 6247 3800
 Selection documentation may be obtained from Peta Herring (02) 6247 3800
 Apply: CC: 148-9012-16906

Appointments

DEPARTMENT OF HEALTH AND COMMUNITY CARE

Administrative Service Officer Class 2 \$28110-31171
 Michelle Ricketts: 742-40728, Health Protection Service, 23 March 2000
 CC: 148-9011-16943

Administrative Service Officer Class 3, \$32017-34554
 Fiona Le Febvre: 741-20160, Section Health Protection Service, 21 March 2000
 CC: 148-9011-16943

ACT COMMUNITY CARE

Dental Officer Level 1 \$39,319-\$48,040
 Van Vu Le: 740-97685, Section 68(1), 1 March 2000
 CC: 148-9009-16863

Enrolled Nurse \$29,497-\$31,656
 Mandy Pilkington: 740-97191, Section 68(1), 8 March 2000
 CC: 148-9009-16863

Registered Nurse Level \$31,926-\$41,375
 Colette Harkin: 740-95356, Section 68(1), 10 March 2000
 CC: 148-9009-16863

Professional Officer Class 1 \$29,976-\$42,054
 Kathy Terrell: 752-27285, Section 68(1), 9 March 2000
 CC: 148-9009-16863

Senior Professional Officer Grade C \$54,425-\$58,683
 Maryanne Klein-Boonschate: 735-34855, Section 68(1), 1 March 2000
 CC: 148-9009-16863

CANBERRA TOURISM AND EVENTS CORPORATION

Administrative Service Officer Class 4 \$35,685-\$38,745p.a
 Steven Baldwin, 739-67861 Enter Section 68, 22/02/2000
 CC: 148-9031-17429

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Administration Service Officer Class 3 \$32657-35245
 Rose Nightingale: 761-24018, Section 68(1), 13/3/2000

School Assistant 2 \$24381-27036
 Carol Trotman: 729-18435, Section 68(1), 8/3/2000
 CC:148-9013-16917

Teacher Level 1 \$33849 - 49186
 Jennifer Armstrong: 755-75773, Section 68(1), 27/1/2000
 CC:148-9013-16917

Teacher Level 1 \$33849 - 49186
 John Batterham: 755-76223, Section 68(1), 10/2/2000
 CC:148-9013-16917

Teacher Level 1 \$33849 - 49186
 Kerrie Blain: 333-41856, Section 68(1), 27/1/2000
 CC:148-9013-16917

Teacher Level 1 \$33849 - 49186
 Benjamin Bolton: 755-75087, Section 68(1), 27/1/2000
 CC:148-9013-16917

Teacher Level 1 \$33849 - 49186
 Sally Bourke: 755-71553, Section 68(1), 27/1/2000
 CC:148-9013-16917

Teacher Level 1 \$33849 - 49186
 Jon Brady: 755-75271, Section 68(1), 27/1/2000
 CC:148-9013-16917

Teacher Level 1 \$33849 - 49186
 Owen Burns: 755-75685, Section 68(1), 27/1/2000
 CC:148-9013-16917

Teacher Level 1 \$33849 - 49186
 Peter Casey: 755-75714, Section 68(1), 27/1/2000
 CC:148-9013-16917

Teacher Level 1 \$33849 - 49186
 Elizabeth Chisholm: 755-75298, Section 68(1), 27/1/2000
 CC:148-9013-16917

Teacher Level 1 \$33849 - 49186
 Sandra France: 749-25620, Section 68(1), 27/1/2000
 CC:148-9013-16917

Teacher Level 1 \$33849 - 49186
 Carissa Campbell: 755-77461, Section 68(1), 27/1/2000
 CC:148-9013-16917

EMPLOYMENT (Continued)

Teacher Level 1 \$33849 - 49186

Robbie Gedge: 744-96686, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Gavin Govan: 713-20626, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Ruth Hancock: 744-97945, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Ilona Horvath: 749-26818, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Mark Huxley: 755-75546, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Merle Ketley: 755-75108, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Adam King: 755-76282, Section 68(1), 27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Jo-Anne Lee: 744-96061, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Tracey Low: 755-75327, Section 68(1),
27/1/2000
CC: 148-9013-16917

Teacher Level 1 \$33849 - 49186

Christine McGlashan: 751-77943, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Margaret McCaskie: 719-06096, Section 68(1),
27/1/2000
CC: 148-9013-16917

Teacher Level 1 \$33849 - 49186

Andrew Mahoney: 755-74068, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Nicholas Maniatis: 755-75079, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

David Melrose: 739-89155, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Jill Middleton: 737-57469, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Dona Paine: 749-27394, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Jane Priestley: 755-75765, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Ewan Reid: 755-75191, Section 68(1), 27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Janet Richardson: 733-21390, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Wayne Semmens: 751-79893, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Wayne Smith: 755-75984, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Bianca Spencer: 755-72783, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Miyuki Shino: 713-20124, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Gillian Upstill: 744-94576, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Alvaro Vera: 740-30966, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Gregory Wagg: 755-75263, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Julie Wardle: 713-21055, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Michael Watts: 755-75693, Section 68(1),
27/1/2000
CC:148-9013-16917

EMPLOYMENT (Continued)

Teacher Level 1 \$33849 - 49186

Antony Webber: 742-47815, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Melissa Wickins: 749-28012, Section 68(1),
27/1/2000
CC:148-9013-16917

Teacher Level 1 \$33849 - 49186

Lisa Williams: 749-26842, Section 68(1),
27/1/2000
CC:148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Legal 1 (lower); \$32,985 - \$48,040

Gregory John Stagg: 747-85904, Section 68,
8/3/00
CC: 148-90120-17170

Administrative Service Officer Class 3; \$32,017 - \$34,554

Sharon Gai Hindmarsh: 747-84610,
Section 68, 8/3/00
CC: 148-90120-17170

DEPARTMENT OF URBAN SERVICES

Senior Officer Grade B \$65,593-\$73,841

John Peter Mikus: AGS No 242-14767,
Section 68(1), 9/3/2000
CC: 148-9017 16954

Administrative Service Officer Class 5 \$40,598-\$43,048

Thara Boraiah: AGS No 747-51464, Section
68(1), 14/3/2000
CC: 148-9020 17776

Administrative Service Officer Class 5 \$40,598-\$43,048

Christian John Wheeler: AGS No 757-51220,
Section 68(1), 14/3/2000

Transfer

ACT COMMUNITY CARE

Elizabeth Paine: 261-26680

From: Registered Nurse Level 2
\$42,723 - \$45,423
The Canberra Hospital
To: Registered Nurse Level 2 \$42,723-\$45,423
ACT Community Care, Canberra (PN. 28261)
(20 January 2000)
CC: 148-9009-16863

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.

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).

EMPLOYMENT (Continued)

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
- 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.

EMPLOYMENT (Continued)

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, 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

EMPLOYMENT (Continued)

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.

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

EMPLOYMENT (Continued)

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

THE CANBERRA HOSPITAL

Corporate Services Human Resource Management Group

Douglas Jackman: 310-39514

From: Senior Officer Grade B \$64,307-\$72,393
The Canberra Hospital
To: † Senior Officer Grade A \$74,685
Human Resource Management Group,
The Canberra Hospital, Canberra (PN. 28965)
(ACT Gazette 24/02/00)
CC: 148-9010-16875 1312(8301)

CALVARY HOSPITAL INC.

ACT Hospice

Sarah Willoughby: 740-89028

From: Registered Nurse Level 1 \$31,926-41,375
Calvary Hospital ACT Incorporated
To: Registered Nurse Level 3 \$47,110-50,147
ACT Hospice Calvary Hospital ACT Incorporated,
Canberra (PN. 8323) (3 20/01/2000)

CANBERRA TOURISM AND EVENTS CORPORATION

Marketing and Communications

S. J. Hitchcock 710-40747

From: Administrative Service Officer Class 6,
\$42,986-\$49,378p.a
From: Chief Minister's Department
To: Senior Officer Grade C , \$54,425-
\$58,683p.a
Marketing and Communication,
Chief Minister's Department
(Canberra) (PN. 11035)
Gazette No: 01 6 January 2000

AUDIT OFFICE

Russell Livermore: 751-75630

From: APS-Level 3 \$34977-37522
Defence Housing Authority
To: Auditor-Band 1 \$30,200-41,300
ACT Auditor-General's Office, Canberra
(PN. 42820) (2.13/1/00)
CC: G00294

CHIEF MINISTER'S DEPARTMENT

Policy Group

T. J. Sheehan 735-13245

From: Administrative Service Officer Class 5
\$40,598-\$43,048p.a
From: Department of Urban Services
To: CMD Senior Officer, \$55,514-\$59,857p.a
Chief Minister's Department
(Canberra) (PN. 43464)
Gazette No 43: 28/10/99
CC: 148-9031-17429

HR & Corporate

M. Puckett 543-13424

From: Administrative Service Officer Class 4
\$36,399-\$39,520p.a
From: Department of Urban Services
To: Administrative Service Officer Class 5,
\$40,598-\$43,048p.a
Corporate Services,
Chief Minister's Department
(Canberra) (PN. 42158)
Gazette No 18: 06/05/99
CC: 148-9031-17429

All appeal applications should be addressed to:
Convenor of the Appeal Panel
PO Box 749, Civic Square ACT 2608

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Lyneham High School

Karin Mitchell: 544-81882

From: Administrative Service Officer Class 4
\$36399 - 39520
Education and Community Services
To: Administrative Service Officer Class 5
\$40598 - 43048
Education and Community Services, Canberra
(PN. 513) (P.S 46, 11/11/1999)
CC: 148-9013-16917

EMPLOYMENT (Continued)

**Childrens, Youth and Family Services Bureau
Family Services Branch
Child Protection Services Section**

Dianne Skiba: 505-58926

From: Administrative Service Officer Class 6
\$43846 - 50366
Education and Community Services
To: #Senior Professional Officer Grade C
\$55514 - 59857
Child Protection Services Section Education
and Community Services, Canberra (PN. 20100)
(P.S. 50, 16/12/1999)
CC: 148-9013-16917

**Bureau of Sport and Recreation
Active Lifestyle Services Branch**

Susan Marriage: 748-39749

From: Administrative Service Officer Class 6
\$43846 - 50366
Education and Community Services
To: #Senior Officer Grade B \$65593 - 73841
Education and Community Services, Canberra
(PN. 10127) (P.S. 03, 20/1/2000)
CC: 148-9013-16917

**Education and Training Division
Schools Program Branch
Non-Government Schools Office**

Gabrielle Wellspring: 547-21807

From: Administrative Service Officer Class 5
\$40598 - 443048
Justice and Community Safety
To: Administrative Service Officer Class 6
\$43846 - 50366
Education and Community Services, Canberra
(PN. 119) (P.S. 01, 13/1/2000)
CC: 148-9013-16917

**Children's, Youth and Family Services Division
Family Services Branch
Substitute Care Services Section**

Annette Joy Kelly-Egerton: 709-76068

From: Senior Professional Officer Grade C
\$55514-59857
Education and Community Services
To: # Senior Professional Officer Grade B
\$65593-73841
Substitute Care Services Section, Education
and Community Services, Canberra (PN. 11506)
(PS50, 16/12/1999)
CC: 148-9013-16917

**Tuggeranong District
Birrigai Outdoor Centre**

Leslie Summers: 737-58154

From: School Assistant 2 \$24381-27036
Education & Community Services
To: # General Service Officer Level 6
\$29067-30536
Birrigai Outdoor Centre, Education &
Community Services, Canberra (PN. 31153)
(PS47,25/11/99)
CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY**

**ACT CORRECTIVE SERVICES
Community Corrections**

Ronia McDade: 260-74542

From: Administrative Officer Class 6;
\$42,986 - \$49,378
Department of Justice & Community Safety
To: Senior Officer Grade B; \$64,307 - \$72,393
Corrective Services, Department of Justice &
Community Safety, Canberra (PN 44128)
(45 of 11/11/99))
CC: 148-9012-16898

Office Of The Community Advocate

Michelle Lynne Mico: 738-48133

From: Administrative Service Officer Class 3,
\$32,017 - \$34,554
Department of Justice & Community Safety
To: Administrative Service Officer Class 4,
\$35,685 - \$38,745
Office of the Community Advocate,
Department of Justice & Community Safety,
Canberra (PN 44059)
(7 of 17 February 2000)
CC: 148-9012-16912

Office Of The Community Advocate

Priya Prowse: 740-91101

From: Administrative Service Officer Class 3,
\$32,017 - \$34,554
Department of Justice & Community Safety
To: Administrative Service Officer Class 4,
\$35,685 - \$38,745
Office of the Community Advocate,
Department of Justice & Community Safety,
Canberra (PN 43603)
(7 of 17 February 2000)
CC: 148-9012-16912

Office Of The Community Advocate

Marion Theresa Pearce: 701-43656

From: Administrative Service Officer Class 6,
\$42,986 - \$49,378
Department of Justice & Community Safety
To: Senior Officer Grade C, \$54,425 - \$58,683
Office of the Community Advocate,
Department of Justice & Community Safety,
Canberra (PN 3129)
(7 of 17/2/00)
CC: 148-9012-16912

EMPLOYMENT (Continued)

Retirements and dismissals

DEPARTMENT OF URBAN SERVICES

Section 143 Public Sector Management Act

William John Kearney, Senior Professional Officer Grade C, 6/3/2000
 CC: 148-9028 16937

Section 143 Public Sector Management Act

Martin Terence Cassanell, Administrative Service Officer Class 3, 29/2/2000
 CC: 148-9015 17719

Corrigenda

CHIEF MINISTER'S DEPARTMENT

InTACT, Business Operations and Support
 9 March 2000
 Classification for PN. 14239 should read Senior Officer Grade A, \$76,179-\$76,179p.a
 CC: 148-9031-17429

ACT Public Service Index of addresses

- | | |
|---|---|
| <p>05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601</p> <p>06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601</p> <p>07 Recruitment Officer, Calvary Public Hospital. PO Box 254, Jamison Centre, ACT 2614</p> <p>08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901</p> <p>09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911</p> <p>11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601</p> <p>12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901</p> <p>13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605</p> <p>16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606</p> <p>17 Resource Advisor, Business Services Bureau, Department of Health and Community Care, PO Box 11, Woden ACT 2606</p> | <p>18 The Administrative Officer, Legislative Assembly for the ACT, GPO Box 1020, Canberra ACT 2601</p> <p>20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611</p> <p>21 Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601</p> <p>23 Administrative Officer, Central Office, Department of Health and Community Care, GPO Box 825, Canberra City ACT 2601</p> <p>28 Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608</p> <p>30 The Secretary, Milk Authority of the ACT, GPO Box 1110, Canberra ACT 2601</p> <p>31 The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608</p> <p>32 Canberra Theatre Trust, PO Box 226, Civic Square ACT 2608</p> <p>34 Applications Officer, Urban Services, GPO Box 158, Canberra ACT 2601</p> <p>35 Recruitment Officer, Department of Treasury and Infrastructure, GPO Box 158, Canberra ACT 2601.</p> |
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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
S9	15 March	Instrument No. 99 of 2000 ~ <i>Land (Planning and Environment) Act 1991</i> Instrument No. 100 of 2000 ~ <i>Land (Planning and Environment) Act 1991</i> Instrument No. 101 of 2000 ~ <i>Legal Aid Act 1977</i> Instrument No. 102 of 2000 ~ <i>Legal Aid Act 1977</i> Notice – Draft Contamination Sites Environment Protection Policy

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.

Date 17/3/99

Kate Carnell
Chief Minister

Short Title	No. and Year
Stadiums Authority Act 2000	6 of 2000
Cotter River Repeal Act 2000	7 of 2000
Independent Competition and Regulatory Commission Amendment Act 2000	8 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>Liquor Act 1975</i>	Appointment of Alyn Doig to be the Chairperson of the Liquor Licensing Board.	No. 103 of 2000
<i>Liquor Act 1975</i>	Appointment of Bernard Joseph Morrison to be a member of the Liquor Licensing Board.	No. 104 of 2000
<i>Liquor Act 1975</i>	Appointment of Kevin Neil to be a member of the Liquor Licensing Board.	No. 105 of 2000
<i>Liquor Act 1975</i>	Appointment of Hilary Ann Back to be a member of the Liquor Licensing Board.	No. 106 of 2000

NOTIFICATION OF THE MAKING OF SUPREME COURT RULES

NOTICE is hereby given that the undermentioned Supreme Court Rules have been made. Copies of the Supreme Court Rules 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 Supreme Court Rules made	Description of Supreme Court Rules	Number and year of Supreme Court Rule
<i>Supreme Court Act 1933</i>	Corporations Law Rules 2000	No. 16 of 2000
<i>Supreme Court Act 1933</i>	Supreme Court Rules Amendment	No. 17 of 2000

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
Aussie Pest Control	Pest Control	5 Conlon Cres Theodore

Environmental Authorisations

Notice is hereby given that under Section 49 of the *Environment Protection Act 1997* (the Act), environmental authorisations to conduct activities have been granted to the organisations set out below:

Organisation	Brief Description of Activity	Location
John House	Use of CFCs and HCFCs	17 Fellow St Latham

Under Section 135 of the Act, an application may be made to the Administrative Appeals Tribunal for a review of these decisions. The Administrative Appeals Tribunal can be contacted on telephone 6217 4277.

Copies of review documents 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.

Dated the 13th day of March 2000
 Environment Management Authority

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

REMUNERATION TRIBUNAL ACT 1995

INSTRUMENT

For the purposes of paragraph 10(1)(w) of the Remuneration Tribunal Act 1995 the Remuneration Tribunal shall inquire into and determine the remuneration and allowances to be paid to the holder of an appointment specified as follows:

Chair, Kingston Foreshore Development Authority
Deputy Chair, Kingston Foreshore Development Authority
Member, Kingston Foreshore Development Authority

Dated the third day of March 2000.

Kate Carnell MLA
Chief Minister

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

REMUNERATION TRIBUNAL ACT 1995

INSTRUMENT

For the purposes of paragraph 10(1)(w) of the Remuneration Tribunal Act 1995 the Remuneration Tribunal shall inquire into and determine the remuneration and allowances to be paid to the holder of an appointment specified as follows:

Chair of Bruce Operations Pty Ltd

Dated the 19th day of February 2000.

Kate Carnell MLA
Chief Minister

GOVERNMENT NOTICES (Continued)

URBAN SERVICES

PLANNING AND LAND MANAGEMENT GROUP

PART BLOCK 13, SECTION 18 HUME **PROPOSED SOUTHCARE AERO (HELICOPTER) MEDICAL SERVICE FACILITY** **DEVELOPMENT APPLICATION AND PRELIMINARY ASSESSMENT**

Public comment is invited on the above Development Application (DA) and Preliminary Assessment (PA). To avoid duplicate submissions being lodged, the Public Notification is being combined into a single process.

Copies of the DA and PA may be inspected:

- at the Applications Secretariat (PALM Shopfront), Dame Pattie Menzies House, 16 Challis Street, Dickson, between 8.30am – 4.30pm weekdays;
- at ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours.

The PA can be purchased from the Applications Secretariat at a cost of \$5.10 per copy.

Written submissions on the DA and PA should be forwarded by 7 April 2000 to:

Applications Secretariat
Planning and Land Management
PO Box 395
MITCHELL ACT 2911

Alternately submissions may be made via email (app.sec@act.gov.au) or faxed to 6207 7762. All submissions will go on a public register and access to submissions will be granted on request.

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) ACT 1991

NOTICE

VARIATION TO THE TERRITORY PLAN IN RELATION TO DEFINED LAND

DIVISION OF PALMERSTON

(Variation No. 157)

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 Palmerston, may be used for the purposes indicated in the Annexure.

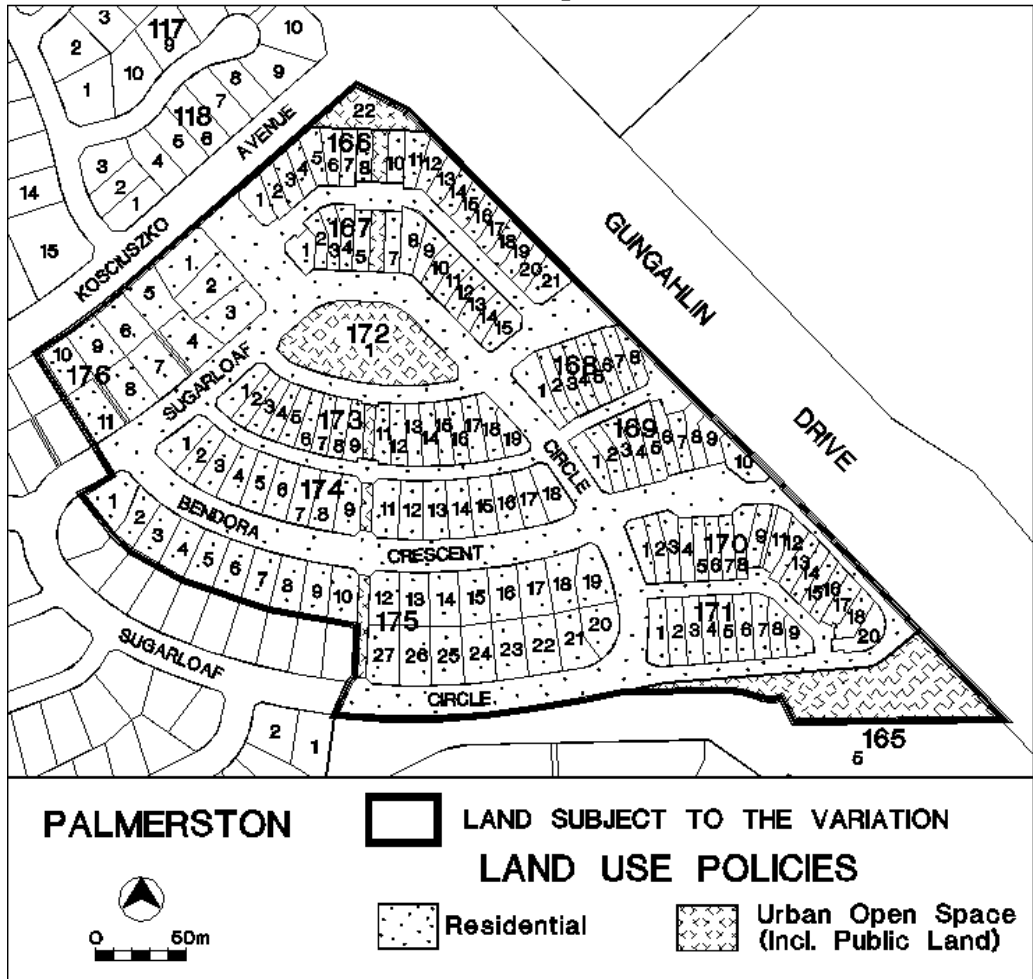
Lincoln James Hawkins

Australian Capital Territory Planning Authority

Dated the ninth day of March 2000

GOVERNMENT NOTICES (Continued)

This is Annexure A to
Territory Plan Variation No. 157



ACT Planning Authority
Date: 9 March 2000

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) ACT 1991

NOTICE

VARIATION TO THE TERRITORY PLAN IN RELATION TO DEFINED LAND

DIVISION OF AMAROO

(Variation No. 160)

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 Amaroo, may be used for the purposes indicated in the Annexure.

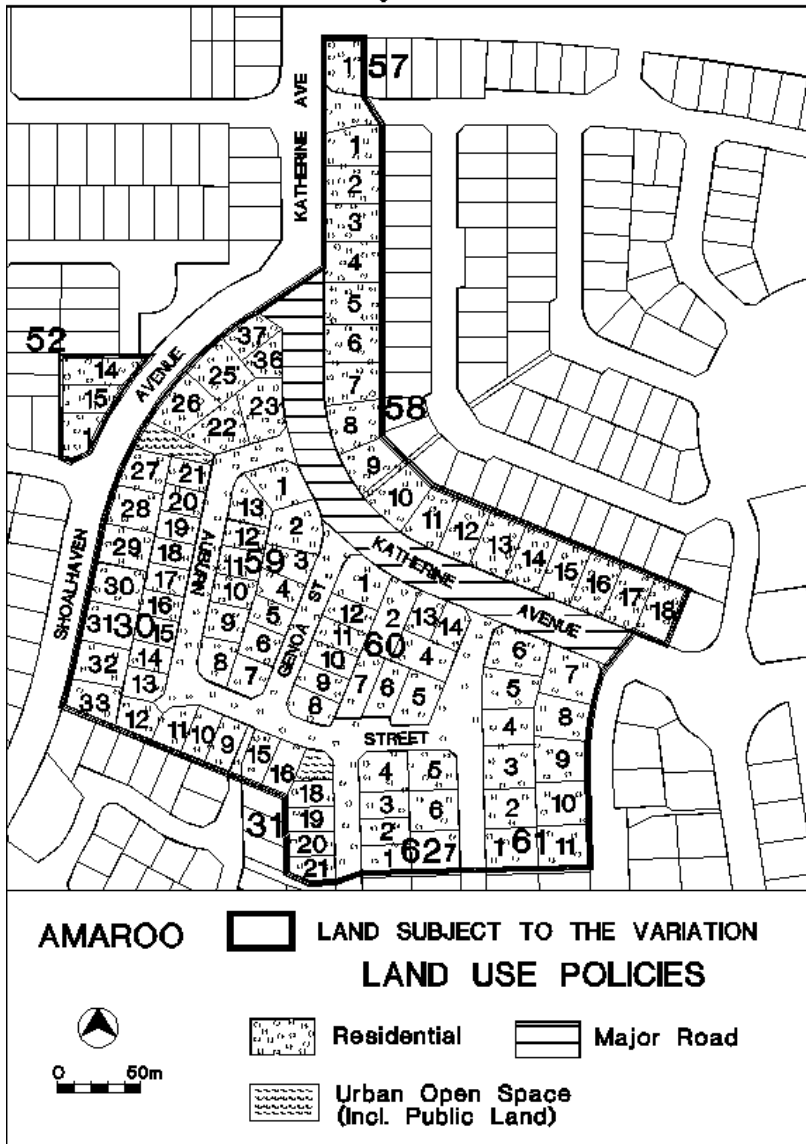
Lincoln James Hawkins

Australian Capital Territory Planning Authority

Dated the ninth day of March 2000

GOVERNMENT NOTICES (Continued)

This is Annexure A to
Territory Plan Variation No. 160



ACT Planning Authority
Date: 9 March 2000

GOVERNMENT NOTICES (Continued)

ACT PLANNING PLANNING AND LAND MANAGEMENT GROUP

DRAFT VARIATIONS TO THE TERRITORY PLAN

NO.144 – MOLONGLO RIVER CORRIDOR; THE DEFENCE FORCE COLLOCATED STAFF COLLEGES SITE INCLUDING OTHER LAND WITHIN THIS AREA OF WESTON CREEK. PROPOSED LAND USE POLICY; AREA SPECIFIC POLICY OVERLAY AND PUBLIC LAND BOUNDARY CHANGES

NO.155 – TERRITORY PLAN REVIEW PART A – GENERAL PRINCIPLES AND POLICIES

Two draft Variations to the Territory Plan have been prepared by the Planning and Land Management Group (PALM) of Urban Services (incorporating the functions of the ACT Planning Authority). These are:

- **Draft Variation No.144**, which proposes to make some amendments to the land use policies, area specific policy overlays and the public land boundaries for the area within and around the Defence Force Collocated Staff Colleges site at Weston Creek.
- **Draft Variation No.155**, which proposes to reorder some of the content of the Territory Plan and introduce a new and revised Part A of the Territory Plan Written Statement – ‘General Principles and Policies’.

Provided they are not deferred the provisions of both draft Variations have interim effect until 22 March 2001, or for the “defined period”, whichever is the shorter. The “defined period” commences on 23 March 2000 and continues until the proposals in the draft Variations, or the corresponding Plan Variations:

- come into effect;
- or are rejected by the Legislative Assembly;
- or are withdrawn.

During the period these provisions have interim effect, the Territory, the Executive, a Minister or a Territory Authority shall not do, or approve the doing of, any act which would be inconsistent with the Territory Plan, or the Plan if it was varied in accordance with the provisions of either draft Variation.

Section 11 of the *Land (Planning and Environment) Act 1991* (the Land Act), concerning the Heritage Places Register, does not apply to these draft Variations.

From Monday 27 March 2000 until Monday 17 April 2000, copies of both draft Variations may be:

- inspected as ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours;
- inspected at, or obtained from, the PALM Shopfront at Dame Pattie Menzies House, 16 Challis Street, Dickson, during normal office hours; and
- inspected on the PALM Website at <http://www.palm.act.gov.au/tplan>

GOVERNMENT NOTICES (Continued)

Written comments on either draft Variation should be submitted to:

**The Executive Director
Planning and Land Management Group
Urban Services Department
GPO Box 1908
CANBERRA ACT 2601
Attention: Mr P Harris.**

Comments can also be sent via Email to:
or by Facsimile to:

**terrplan@act.gov.au
62071710**

The closing dates for comments are:

- **Monday 8 May 2000 for draft Variation No.144; and**
- **Monday 22 May 2000 for draft Variation No.155.**

Copies of all written comments received in response to either draft Variation, including those from the National Capital Authority (NCA), will be made available for public inspection during normal office hours, from Tuesday 9 May 2000 until Tuesday 30 May 2000 (for draft Variation No.144), and from Tuesday 23 May 2000 until Tuesday 13 June 2000 (draft Variation No.155), at the PALM Shopfront in Dame Pattie Menzies House, 16 Challis Street, Dickson. Any comments received from the NCA after Tuesday 9 May 2000 (for draft Variation No.144) or Tuesday 23 May 2000 (for draft Variation No.155) will be available for perusal for 21 days from the date of receipt.

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY HEALTH ACT 1993

DECLARATION

I Michael Moore, Minister for Health and Community Care,
HEREBY DECLARE pursuant to section 13AC(1) of the *Health Act 1993* that the
URORADIOLOGY REVIEW COMMITTEE AND THE UROLOGY, MORBIDITY AND
MORTALITY REVIEW COMMITTEE established by John James Memorial Hospital are
approved private sector quality assurance committees for the purposes of Part 111A of
the *Health Act 1993*.

Dated this ninth day of March 2000

Michael Moore MLA
Minister for Health and Community Care

GOVERNMENT NOTICES (Continued)

Health Professions Boards (Elections) Act 1980

ELECTION OF TWO MEMBERS OF THE VETERINARY SURGEONS BOARD OF THE AUSTRALIAN CAPITAL TERRITORY

DECLARATION OF SUCCESSFUL CANDIDATES

I, PHILLIP GREEN, being the person appointed as Returning Officer for the purposes of an election of two members of the Veterinary Surgeons Board of the ACT, declare that the following registered practitioners have been duly elected to the Board in accordance with section 25 of the Health Professions Boards (Elections) Act:

JOHN ASPLEY DAVIS
82 HARDWICK CRES
HOLT ACT 2615

TERENCE JOHN NICHOLLS
11 POOLE PL
LATHAM ACT 2615

Phillip Green
Electoral Commissioner
ACT Electoral Commission

14 March 2000

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

JUSTICE AND COMMUNITY SAFETY LEGISLATION AMENDMENT ACT 2000

COMMENCEMENT NOTICE

UNDER subsection 2(2) of the *Justice and Community Safety Legislation Amendment Act 2000*, I **FIX** 1 July 2000 as the day on which the amendments and repeal specified in the section commence.

Date: 13 March 2000

Gary Humphries MLA
Attorney-General

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>	Notification of Intention to Close Parts of Public Roads – Divisions of Russell and Campbell.	No. R8/00 of 2000

