



Australian Capital Territory

# Gazette

No. 13, Thursday 30 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 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

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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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#### THE CANBERRA HOSPITAL

**Facilities Management Services  
Facilities Service Officer Level 8  
\$34,317 - \$36,333, Canberra (PN. 21099  
Expected Vacancy)**

**Closing date:** 13 April 2000

**Duties:** Supervise the activities of the Plumbers Workshop including direction of trade staff and scheduling of work in accordance with priorities established in consultation with the Workshop Manager and Hospital Departments. Undertake maintenance and repair activities appropriate to trade.

Eligibility/other requirements: Trade qualifications in plumbing and a current plumbing licence.

Note: Selection may be made on the basis of written application and referee reports only, all of which must address the selection criteria. It is in the interest of the applicant to submit a detailed application.

**Contact Officer:** Mr Gary Craigie (02) 6244 3297  
Selection documentation may be obtained from Human Resource Management Unit (02) 6244 3139

Apply: 16

CC: 148-9010-16875 1381

#### Pathology Services

**Core Laboratory  
Senior Professional Officer Grade A \$74,685,  
Canberra (PN. 28492)**

**Closing date:** 13 April 2000

**Duties:** Plan and co-ordinate the technical operations and staffing in the multidisciplinary Core Laboratory, providing leadership in strategic planning and optimal operation management.

Eligibility/other requirements: A Degree or equivalent qualification in Science.

**Contact Officer:** Dr Michael Whiley (02) 6244 2840

## EMPLOYMENT (Continued)

Selection documentation may be obtained from Kathryn Toller (02) 6244 2805  
 Apply: 16  
 CC: 148-9010-16875 3149

**Corporate Services  
 Information Management Group  
 Administrative Service Officer Class 5  
 \$39,802 - \$42,204, Canberra (PN. 24115)**

**Closing date:** 13 April 2000  
**Duties:** Under general direction, manage the Change Management Process for IT and IS for all on and off campus clients of The Canberra Hospital; liaise with the client and InTACT primary and secondary levels of support for the delivery of services which best match the clients needs.

**Contact Officer:** Sue Chicchio (02) 6244 4132  
 Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2566  
 Apply: 16  
 CC: 148-9010-16875 1327

**Medical SMT  
 Radiation Oncology  
 Administrative Service Officer Class 2  
 \$28,110 - \$31,171, Canberra (PN 27249)**

**Closing date:** 13 April 2000  
**Duties:** Operate keyboard / computer equipment to type in-confidence medical notes and correspondence, administrative and general correspondence mainly from a dictaphone; assist in providing a reception service in the Radiation Oncology Unit which includes the registration of new patients, receive and screen telephone calls for appropriate action and liaise with other departments as required.

**Contact Officer:** Marion Dean (02) 6244 3603  
 Selection Documentation may be obtained from the Human Resource Management Group (02) 6244 2566  
 Apply: 16  
 CC: 148-9010-16875 1723

**Medical SMT  
 Medical Oncology  
 Administrative Service Officer Class 2  
 \$28,110 - \$31,171, Canberra  
 PN 21841 and 20986)**

**Closing date:** 13 April 2000  
**Duties:** Under general direction provide a range of administrative and clerical functions for the Unit including reception service, receiving telephone calls, make appointments, compile documentation in relation to the admission and discharge of patients as required; control and maintain patients records within the Unit and organise records for clinics and formulate statistics.

**Contact Officer:** Marion Dean (02) 6244 3603

Selection Documentation may be obtained from the Human Resource Management Group (02) 6244 2566  
 Apply: 16  
 CC: 148-9010-16875 1721

**ACT COMMUNITY CARE**

**Integrated Health Care Program, Psychology Department**  
 Professional Officer Class 2 \$42,986 - \$48,040, Canberra (PN. 25676)

**Closing date:** 12 April 2000  
**Duties:** This position is attached to the Paediatric and Adolescent Wards. The duties involve assessment, diagnosis and treatment of hospitalised children with outpatient follow up. The position also provides consultation and liaison to schools, Mental Health and other services.

Eligibility/other requirements: Essential a Masters degree in Clinical, APS eligibility and ACT Psychology Registration. Experience with the assessment and treatment of sick children and adolescents in a hospital setting is essential.

**Contact Officer:** Dr. Consuelo Barreda-Hanson (02) 6244 2309  
 Selection documentation may be obtained from Barbara Makin (02) 6244 2309  
 Apply: 21  
 CC: 148-9009-16863

**Rehabilitation Program  
 Administrative Service Officer Class 3  
 \$32,017-\$34,554, Canberra (PN. 23887)**

**Closing date:** 12 April 2000  
**Duties:** Provide administrative, reception and clerical support to the Director of the Rehabilitation Program. Establish office systems for new Program.

Note: Temporary a.s.a.p. until 31 October 2000. Part-time hours would be negotiable

**Contact Officer:** Jill Davis (02) 62442852  
 Selection documentation may be obtained from Sue Luck (02) 62442852  
 Apply: 21  
 CC: 148-9009-16863

**Rehabilitation Program  
 Administrative Service Officer Class 3  
 \$32,017-\$34,554, Canberra (PN. 22878)**

**Closing date:** 12 April 2000  
**Duties:** Provide reception services for the Prosthetics and Orthotics Department. Provide administrative and clerical support to the Department and the Staff Medical Officer.

**Contact Officer:** Ralph Farnbach (02) 62442205

## EMPLOYMENT (Continued)

Selection documentation may be obtained from  
 Ralph Farnbach (02) 62442205  
 Apply: 21  
 CC: 148-9009-16863

**Corporate and Business Development  
 Information Technology and  
 Telecommunications  
 Manager – Senior Information Officer Grade A  
 \$74,685 (New Position)**

**Closing date:** 7 April 2000

**Duties: The Organisation:** ACT Community Care is the major provider of community based health and disability services in the ACT. Services are provided for all sections of the community, individuals, families and groups with special needs and are provided in primary, secondary and tertiary settings. ACT Community Care has 1200 employees, located in 83 facilities across the ACT and has an expenditure budget of \$74 million.

**The Job:** ACT Community Care is seeking an experienced Senior Manager to fill a critical position within the Organisation. The occupant will manage a dynamic team responsible for the provision of IT service delivery across all ACT Community Care programs. Specifically the occupant is responsible for Information Technology and Telecommunications (IT&T) and Software projects, including: service delivery systems; applications development and infrastructure. The occupant will be required to build, direct and provide the necessary leadership to the Information Systems Unit to ensure IT project activities undertaken are innovative, effective, efficient and commercially viable. The occupant will represent ACT Community Care in high level meetings and negotiations and will oversight the activities needed to effectively ensure that IT&T is available to support the programs in the delivery of their services.

**Contact Officer:** Jane Tunney, Director, Strategy and Organisation Development on (02) 6205 1313.

Selection documentation may be obtained from  
 Donelle Hunter, (02) 6205 2094  
 Apply: 21  
 CC: 148-9009-16863

**Rehabilitation Services  
 Remedial Therapy  
 Technical Officer Level 1 \$29,636-\$30,964,  
 Canberra (PN. 22883)**

**Closing date:** 12 April 2000

**Duties:** Under the supervision of the Community Integration Officer, participate in the planning, development and implementation of patient programmes. Promote the integration of clients into community based activities. Transport clients as required.

Eligibility/other requirements: Associate Diploma Social Science in special care or other qualification deemed appropriate. Current ACT Drivers Licence. Current First Aid Certificate.

Note: Part Time 14.42 hrs. per week

Selection documentation may be obtained from  
 Andy Campbell (02) 6244 2521  
 Apply: 21  
 CC: 148-9009-16863

**Integrated Health Care Program  
 Social Work Services  
 Professional Officer Class 1, \$35,186 – \$42,054  
 (PN:Expected Vacancy)**

**Closing date:** 12 April 2000

**Duties:** Social Worker required to provide a service in medical and surgical areas of the hospital to patients (and their families/significant others) with acute and chronic illnesses. Previous hospital experience desirable.  
 Eligibility/other requirements: An appropriate Degree or Diploma in Social Work with eligibility for AASW membership.

**Contact Officer:** Mary Lee Sinclair-Vogt (02) 6244 2152

Selection documentation may be obtained from  
 Leigh Garner (02) 6244 2316  
 Apply: 21  
 CC: 148-9009-16863

**Integrated Health Care Program, TCH Social  
 Work Services  
 Senior Professional Officers Class C, Senior  
 Social Workers \$54,425-\$58,683, Canberra  
 (PN. 20318 & 25554)**

**Closing date:** 12 April 2000

**Duties:** Senior Social Workers required to undertake a clinical caseload in medical and surgical areas of The Canberra Hospital and to provide leadership in social work practice in an integrated health service model. Required to provide professional supervision to officers of same discipline. Previous hospital experience desirable.

Eligibility/other requirements: An appropriate Degree or Diploma in Social Work and eligibility for AASW membership.

**Contact Officer:** Mary Lee Sinclair-Vogt (02) 6244 2152

Selection documentation may be obtained from  
 Leigh Garner (02) 6244 2316  
 Apply: 21  
 CC: 148-9009-16863

## EMPLOYMENT (Continued)

**Integrated Health Care Program, TCH Social Work Services  
Professional Officers Class 2, Social Work  
\$42,986 - \$48,040 (PN Several)**

**Closing date:** 12 April 2000

**Duties:** Social Workers required to provide a crisis intervention and counselling service in medical and surgical areas of the hospital to patients (and their families/significant others) with acute, chronic and terminal illness. Previous hospital experience highly desirable. Eligibility/other requirements: An appropriate Degree or Diploma in Social Work and eligibility for AASW membership  
Note: (36.45 hours a week, 30 hours a week, 18 hours a week)

**Contact Officer:** Mary Lee Sinclair-Vogt  
(02) 6244 2152

Selection documentation may be obtained from Leigh Garner (02) 6244 2316  
Apply: 21  
CC: 148-9009-16863

**INDEPENDENT COMPETITION AND  
REGULATORY COMMISSION**

**Senior Officer Grade C, \$55,514-\$59,857p.a.  
(PN: 53220), Canberra**

**Closing date:** 13 April 2000

**Duties:** Undertake the more complex research and policy development on matters associated with microeconomic reform, competition policy regulatory issues relevant to the ACT. Prepare associated reports, recommendation and submissions  
Prepare replies to Ministerial correspondence and Legislative Assembly Questions, and prepare correspondence reports and advice the Commissioner.

Eligibility/other requirements: Tertiary qualifications, or equivalent experience in economics, law financial management or relevant field is desirable.  
Contact for selection documentation:  
Linda Syrek (02)62076485  
Contact Officer: Ian Primrose (02)62075904  
Apply: 35  
CC: 148-9031-17429

**Administrative Service Officer Class 4, \$36,399-\$39,520p.a (PN: 55321), Canberra**

**Closing date:** 13 April 2000

**Duties:** Under limited direction: Undertake a range of client service administrative and organisational tasks including: executive support to the Senior Commissioner and Head of Secretariat. Record financial transactions and purchases.  
Eligibility/other requirements:  
Contact for selection documentation:  
Linda Syrek (02)62076485  
Contact Officer: Ian Primrose (02)62075904  
Apply: 35, CC: 148-9031-17429

**CHIEF MINISTER'S DEPARTMENT**

**Policy Group**

**Closing date:** 13 April 2000

**Duties:** As a Senior Manager with a high degree of independence: Coordinate policy directions and advise on policy issues and priorities across portfolio boundaries. Develop and supervise the implementation of a broad range of policies.

Eligibility/other requirements: Relevant tertiary qualifications highly desirable.  
NOTE: The successful applicant will be offered an Australian Workplace Agreement.  
Interviews will be held week commencing 1 May 2000.  
Contact for selection documentation: Edwina Cock (02)62070296

**Contact Officer:** Sandra Lambert (02)62050305  
Apply: 06  
CC: 148-9031-17429

**Policy Group**

**Senior Officer Grade B, \$65,593-\$73,841p.a.  
(PN: 55343), Canberra**

**Closing date:** 13 April 2000

**Duties:** As a senior officer with a high degree of independence: Provide advice on policy issues and priorities across portfolio boundaries. Undertake complex research and analysis and provide advice to senior management and the Chief Minister on strategic policy issues.

Eligibility/other requirements: Relevant tertiary qualifications highly desirable.  
NOTE: The successful applicant may be offered an Australian Workplace Agreement.  
Interviews will be held week commencing 1 May 2000.  
Contact for selection documentation: Edwina Cock (02)62070296

**Contact Officer:** Sandra Lambert (02)62050305  
Apply: 06  
CC: 148-9031-17429

**Policy Group**

**Senior Officer Grade C, \$55,514-\$59,857p.a.  
(PN: 2402 & 55339), Canberra**

**Closing date:** 13 April 2000

**Duties:** Provide complex policy advice to senior management and to the Chief Minister. Undertake high level research and analysis. Prepare complex reports, briefings and correspondence on strategic policy issues across the whole of Government.

Eligibility/other requirements: Relevant tertiary qualifications desirable.  
NOTE: Interviews will be held week commencing 1 May 2000.  
Contact for selection documentation: Edwina Cock (02)62070296

## EMPLOYMENT (Continued)

**Contact Officer:** Sandra Lambert (02)62050305

Apply: 06

CC: 148-9031-17429

### Policy Group

**Senior Officer Grade C, \$55,514-\$59,857p.a. (PN: 55341), Canberra**

**Closing date:** 13 April 2000

**Duties:** Provide high quality advice and assistance to staff on departmental media matters, including the preparation of media releases and speeches. Develop and maintain effective networks with the media and liaise with media representatives on behalf of the department.

Eligibility/other requirements: Tertiary qualifications in communications, media/public relations or journalism desirable.

NOTE: Interviews will be held week commencing 1 May 2000.

Contact for selection documentation: Edwina Cock (02)62070296

**Contact Officer:** Sandra Lambert (02)62050305

Apply: 06

CC: 148-9031-17429

### Policy Group

**Administrative Service Officer Class 5, \$40,598--\$43,048p.a. (PN: 55307), Canberra**

**Closing date:** 13 April 2000

**Duties:** Provide executive support to the General Manager. Prepare less complex correspondence and monitoring Cabinet submissions, ministerial and general correspondence.

Eligibility/other requirements:

NOTE: Interviews will be held week commencing 1 May 2000.

Contact for selection documentation: Edwina Cock (02)62070296

**Contact Officer:** Edwina Cock (02)62070296

Apply: 06

CC: 148-9031-17429

### 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. 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.

### **Kaleen Primary School Teacher Level 3, Deputy Principal 1 \$58153-60667, Canberra (PN. 4005)**

**Closing date:** 13 April 2000

**Duties:** Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the school. Deputise for the Principal as required. Participate as a member of the school's senior management team in decision making and implementation to ensure effective client-centred functioning, advancement of the school and advancement of the ACT public education system.

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

Note: Applicants for this position will be considered under a Joint Selection Committee (JSC) established under section 88 of the Public Sector Management Act 1994 and is not subject to appeals

**Contact Officer:** Grace Dunlop (02) 62055888  
Selection documentation may be obtained from Barbara Watson (02) 62055888

Apply: 12

CC: 148-9013-16917

## EMPLOYMENT (Continued)

**Curtin Primary School**  
**Teacher Level 2, Executive Teacher**  
**\$52456-54390, Canberra**  
**(PN. 3792, expected vacancy)**

**Closing date:** 13 April 2000

**Duties:** Teach an appropriate load. Assist with the review and development of school policies and programs, and the implementation of school-wide educational, administrative and organisational policy decisions. Provide curriculum leadership and coordination as designated by the Principal, reflecting an outcomes based orientation and promoting effective curriculum implementation.

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

Note: Applicants for this position will be considered under a Joint Selection Committee (JSC) established under section 88 of the Public Sector Management Act 1994 and is not subject to appeals

**Contact Officer:** Joanne Howard (02) 62055622  
 Selection documentation may be obtained from The Contact Officer (02) 62055622  
 Apply: 12  
 CC: 148-9013-16917

**Maribyrnong Primary School**  
**Administrative Service Officer Class 4**  
**\$36399-39520, Canberra (PN. 587)**

**Closing date:** 13 April 2000

**Duties:** Manager 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:** Kathryn Cheshire (02) 62055933  
 Selection documentation may be obtained from The Contact Officer (02) 62055933  
 Apply: 12  
 CC: 148-9013-16917

**Children's, Youth and Family Services Bureau**  
**Family Services Branch**  
**Substitute Care Services Section**  
**Senior Professional Officer Grade C**  
**\$55514-59857, Canberra**  
**(PN. 11512, expected vacancy)**

**Closing date:** 13 April 2000

**Duties:** Plan, control and develop a large specialist unit or program, including: review and report on effectiveness of service; advise on the organisation and utilisation of staff; plan, develop and control staff training and

development programs; and consult with educational and other institutions on specialised work matter. Provide leadership and policy direction on service delivery and policy issues. Liaise with key protection and substitute care agencies.  
**Eligibility/other requirements:** Tertiary qualifications in social work or psychology which provide eligibility for membership of the Australian Association of Social Workers or the Australian Psychological Society.

**Contact Officer:** Annette Kelly-Egerton (02) 62071080  
 Selection documentation may be obtained from Tanya Barac (02) 62071080  
 Apply: 12  
 CC: 148-9013-16917

**Children's, Youth and Family Services Bureau**  
**Family Services Branch**  
**Child Protection Services Section**  
**Administrative Service Officer Class**  
**6/Professional Officer Class 2 \$43846-50366,**  
**Canberra (PN. 11463)**

**Closing date:** 13 April 2000

**Duties:** Undertake complex investigations of children in need of care and protection. Provide ongoing casework services to children and families at risk and to children under Family Service's care. Undertake the more complex projects and prepare briefings and reports for senior management.

**Eligibility/other requirements:** If Administrative Service Officer Class 6: Relevant tertiary qualifications in the social/behavioural sciences would be an advantage. If Professional Officer Class 2: Eligibility for membership of the Australian Association of Social Workers or registration with the Psychologist's Board (ACT) or state equivalent. Applicants should preferably have 2-3 years experience working as a social worker or psychologist after graduation.

**Contact Officer:** Jenny Reynolds (02) 62071069  
 Selection documentation may be obtained from Lyn Percival (02) 62071069  
 Apply: 12  
 CC: 148-9013-16917

**Children's, Youth and Family Services Bureau**  
**Family Services Branch**  
**Child Protection Services Section**  
**Administrative Service Officer Class**  
**6/Professional Officer Class 2 \$43846-50366,**  
**Canberra (PN. 11436)**

**Closing date:** 13 April 2000

**Duties:** Provide policy and procedural advice to staff, officers in charge and external agencies in relation to child protection, substitute care and the statutory responsibilities of Family Services. Manage the allocation and supervision of Family Services cases and provide supervision, advice and training to other staff. Administer the statutory



## EMPLOYMENT (Continued)

functions of Family Services including the preparation of formal reports.

Eligibility/other requirements: If Administrative Service Officer Class 6: Tertiary qualifications in the social/behavioural sciences would be an advantage. If Professional Officer Class 2: Eligibility for membership of the Australian Association of Social Workers or registration with the Psychologist's Board (ACT) or state equivalent. Applicants should preferably have 2-3 years experience working as a social worker or psychologist after graduation.

**Contact Officer:** Jenny Reynolds (02) 62071069  
Selection documentation may be obtained from Lyn Percival (02) 62071069  
Apply: 12  
CC: 148-9013-169

### **Narrabundah Primary School School Assistant 2 Indigenous Education Worker \$24381-27036 (PN: 342)**

**Closing date:** 20 April 2000  
Assist teacher with indigenous students in matters affecting their process in both the classroom and the playground and have special focus on literacy and numeracy achievements. Assist Indigenous students to improve their school attendance patterns by undertaking home visits and by establishing and maintaining effective relationships with Aboriginal and Torres Strait Islander parents and carers.  
Note: This is an Indigenous identified position. This is a temporary part-time position at 15.37 hours per week available until 15 December 2000.

**Contact Officer:** Trish Keller (02) 62057077  
Selection documentation may be obtained from (02) 62057077  
Apply: 12  
CC: 148-9013-16917

Applications for the above positions should be forwarded to the Workforce Planning and Management Section, Level 2, Manning Clark Offices.

Please note that you need to submit a separate application for each position you are applying for.

### **Narrabundah College Teacher Level 3, Deputy Principal 2 \$60667, Canberra (PN. 4132) (Expected Vacancy)**

**Closing date:** 13 April 2000  
**Duties:** Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the school. Deputise for the Principal as required. Participate as a member of the school's senior management team in decision making and implementation to ensure effective client-centred functioning,

advancement of the school and advancement of the ACT public education system.

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

Note: Applicants for this position will be considered under a Joint Selection Committee (JSC) established under section 88 of the Public Sector Management Act 1994 and is not subject to appeals

**Contact Officer:** Helen Strauch (02) 62056999  
Selection documentation may be obtained from The Contact Officer (02) 62056999  
Apply: 12  
CC: 148-9013-16917

### **CANBERRA INSTITUTE OF TECHNOLOGY**

#### **Faculty of Tourism and Hotel Management Tourism Studies Teacher Band 1 \$34394-\$46942, Canberra (PN. 51970)**

**Closing date:** 13.4.00  
**Duties:** Teach one or more of the following in the Department of Tourism Studies, ie: Fares and Ticketing, Destination Studies and related marketing and management courses.  
Eligibility/other requirements: Workplace Accessor II and ATTRP approved. Five years relevant industry experience with appropriate tourism qualifications. A teaching qualification in Adult Education would be advantageous.  
Note: This position is available for temporary employment or temporary transfer from 3 July 2000 – 15 December 2000

**Contact Officer:** Lynette Smith (02) 62073125  
Selection documentation may be obtained from Sharyn McKay (02) 62073647  
Apply: 11  
CC: 148-9024-17904

#### **Faculty of Tourism and Hotel Management Tourism Studies Teacher Band 1 \$34394-\$46942, Canberra (PN. 51561)**

**Closing date:** 13.4.00  
**Duties:** Teach one or more of the following in the Department of Tourism Studies, ie: Tourism Marketing, Conventions, Attractions Management, Tourist Information, Research Management.  
Eligibility/other requirements: Tertiary qualifications appropriate to teaching Tourism Studies (ie: Tourism Marketing, Conventions, Attractions Management, Tourist Information, Research Management). Five years or more relevant industrial experience. A teaching qualification in Adult Education would be advantageous.  
Note: This position is available for temporary employment or temporary transfer for a period of up to 5 years

## EMPLOYMENT (Continued)

**Contact Officer:** Lynette Smith (02) 62073125  
 Selection documentation may be obtained from  
 Sharyn McKay (02) 62073647  
 Apply: 11  
 CC: 148-9024-17904

**Faculty of Tourism and Hotel Management  
 Culinary Skills  
 Teacher Band 1 \$34394-\$46942, Canberra  
 (PN. 51732)**

**Closing date:** 13.4.00  
**Duties:** Teach across a range of courses in  
 commercial cookery traineeships and  
 apprenticeship programs.  
 Eligibility/other requirements: Appropriate  
 tertiary qualifications in Commercial  
 Cookery/Baking Pastry and related post-trade  
 studies or other fields of study. Five years or  
 more of relevant industrial experience. A  
 teaching qualification in Adult Education would  
 be advantageous.  
 Note: This position is available for temporary  
 employment or temporary transfer for a period  
 of up to 5 years.

**Contact Officer:** Lynette Smith (02) 62073125  
 Selection documentation may be obtained from  
 Sharyn McKay (02) 62073647  
 Apply: 11  
 CC: 148-9024-17904

**DEPARTMENT OF JUSTICE AND COMMUNITY  
 SAFETY**

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

**ACT CORRECTIVE SERVICES**

**Youth Justice  
 Community Unit  
 Case Worker  
 Administrative Service Officer Class 5,  
 \$39,802 - \$42,204, Canberra (PN 11596)**

**Closing date:** 13/4/00  
**Duties:** In accordance with legal requirements  
 undertake assessments, and supervise a  
 caseload of young offenders placed on  
 community based orders by the courts,  
 including: interview, investigate and evaluate  
 the circumstances relating to juvenile offenders  
 and their offending behaviour; liaise with  
 relevant authorities and contacts to collect and  
 verify information, counsel participants in

relation to their offending behaviour and inform  
 them of their rights and obligations; design and  
 implement appropriate case plans; maintain  
 accurate notes and associated records.  
 Eligibility/other requirements: Driver's licence  
 qualifications or experience in welfare or  
 related field would be an advantage.

**Contact Officer:** Mrs Tracy Uhle (02) 6207 0755  
 Selection documentation may be obtained from  
 Mrs Monique Mewburn(02) 6207 0987  
 Apply: 28  
 CC: 148-9012-16898

**ACT CORRECTIVE SERVICES**

**Youth Justice  
 Administration Unit  
 Court Liaison Officer  
 Administrative Service Officer Class 6,  
 \$42,986 - \$49,378, Canberra (PN 12040)**

**Closing date:** 13/4/00  
**Duties:** Represent the Director in matters before  
 the Courts of the Territory and provide advice to  
 the Courts on dispositions of young offenders  
 and children. Liaise with external bodies on  
 pre-court options for clients. Assist in the  
 training and the development of policy and staff  
 administration matters.  
 Eligibility/other requirements: Qualifications in  
 Youth Work, Social Work, Psychology or  
 related disciplines highly desirable.

**Contact Officer:** Mr Frank Duggan (02) 6207  
 0600  
 Selection documentation may be obtained from  
 Mrs Monique Mewburn (02) 6207 0987  
 Apply: 28  
 CC: 148-9012-16898

**DEPARTMENT OF URBAN SERVICES**

**Corporate Group  
 Workplace Relations Unit  
 Senior Officer Grade C \$55,514-\$59,857,  
 Canberra (PN. 10461)**

**Closing date:** 13/4/2000  
**Duties:** As the Department's industrial advocate,  
 under limited direction represent the  
 Department and the Minister responsible in the  
 Australian Industrial Relations Commission.  
 Advise on and participate in the prevention and  
 management of industrial disputes. Prepare and  
 deliver industrial relations training  
 materials/courses.

**Contact Officer:** John Mikus (02) 62075855  
 Selection documentation may be obtained from  
 Julie Simpson (02) 62075910  
 Apply: 34  
 CC: 148-9017 16954

## EMPLOYMENT (Continued)

**Policy Co-ordination Group  
Industry Policy and Regulation Branch  
Administrative Service Officer Class 6  
\$43,846-\$50,366, Canberra  
(PN. Several Positions)**

**Closing date:** 13/4/2000

**Duties:** Under limited direction: Undertake the formulation, development, implementation and review of strategies and policies in relation to regulatory issues, including regulation of infrastructure and utility services. Provide strategic policy advice and expertise to Senior Executives, the Minister, the Legislative Assembly and other areas of the ACT Government.

Eligibility/other requirements: Tertiary qualifications and/or relevant experience desirable.

**Contact Officer:** Stephen Paterson (02) 62076250

Selection documentation may be obtained from Belinda Willis (02) 62076150

Apply: 34

CC: 148-9030 16941

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### Appointments

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#### ACT COMMUNITY CARE

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

Angela Masoe-Copp: 740-97669, Section 68(1),  
24 February 2000  
CC: 148-9009-16863

**Administrative Service Officer Class 6  
\$42,986-\$49,378**

Susan Shields: 740-98135, Section 68(1),  
9 March 2000  
CC: 148-9009-16863

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

Sarah Anson: 740-98100, Section 68(1),  
16 March 2000  
CC: 148-9009-16863

#### DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

**School Assistant 2 \$24381 - 27036**

Sandra Mather: 729-16878, Section 68(1),  
15/3/2000  
CC: 148-9013-16917

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### Transfer

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#### CHIEF MINISTER'S DEPARTMENT

**S. M. Murray: 501-32060**

From: Senior Officer Grade B \$65,593-\$73,841 p.a

InTACT, Chief Minister's Department

To: Senior Officer Grade B \$65,593-\$73,841 p.a  
Marketing and Operations, Chief Minister's  
Department

Canberra (PN. 14234 )) (Gazette No .7) 17  
February 2000

CC: 148-9043-17177

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### Promotions

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#### 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 (Continued)

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. 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;

## EMPLOYMENT (Continued)

- 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.

### WHEN TO LODGE APPEALS

Appeals must be received by the Office of the Merit Protection Commission (MPC) at the address below, **by 4.51 p.m. on the 14th day after** the date of notification in the *Gazette*. (In the case of temporary performance appeals, the 14 day deadlines relates to the date on which the direction was first notified in the department.)

Appeals not lodged by the prescribed time **cannot be accepted**. Delays can occur in departmental mail systems, and you are advised to use Australia Post, facsimile, or better still, hand delivery if possible, to be sure of meeting the deadline.

Hearing or speech impaired staff can make inquiries via the TTY telephone located in MPC's Melbourne office, on 1800 812 578 (free call) from anywhere in Australia, but only from another TTY phone. These **must** be clearly marked as "ACTPS appeal – for transfer to the MPC Office in Canberra".

### WHERE TO LODGE APPEALS

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

### ADVICE TO PROMOTEES AND APPELLANTS

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

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

Your statement in support of your case is a significant document in PAC deliberations, and is used to decide whether personal hearings will be necessary. If you fail to make a reasonable case for greater efficiency in your

statement, you may find that the PAC proceeds to determine your case without interviews. As a party to an appeal, you are entitled to access to:

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

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

The departmental statement will be available for you to see in the promoting department, generally at least seven (7) days before the date scheduled for the appeal hearing. It is up to you to seek access, but the department should advise you (and the other parties) when and where the statement is available for viewing. The statements of parties are available at the MPC generally at least seven (7) days prior to the hearing date, and you should telephone the MPC to make an appointment to view them, once you have submitted your own statement. The responsibility for seeking access rests with each party, and PAC hearings will not be deferred if you fail to exercise your right of access. If for very good reason (e.g. geographical distance, illness etc.) you are unable to visit the MPC office, alternative access arrangements may be possible, and you should discuss this with MPC staff. You may take notes, but may not photocopy or retain material.

After reading the statements of the other parties, you may wish to submit a supplementary statement in support of your claims. All supplementary material (including additional referee reports) must reach the MPC at least two (2) working days before any scheduled hearing. It is preferable to submit a supplementary statement (after viewing the statements of other parties) rather than to delay your initial statement, but bear in mind the need to provide access for all parties to all statements prior to any hearing. Unreasonably late supplementary statements may not be accepted.

### CONTENT OF STATEMENTS

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

- (a) at the top:
  - (i) PAC reference number;
  - (ii) full name;
  - (iii) both your private and work address and telephone number. If you do not wish this information to be available to other parties it should be included with your statement in a severable sheet which clearly indicates that it is to be kept confidential;
  - (iv) date of permanent appointment; and
  - (v) educational and other qualifications.
- (b) the names and telephone numbers of your supervisor and any other referee(s) (see section below for further advice on who should be nominated);
- (c) a brief outline of your employment history;

## EMPLOYMENT (Continued)

- (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, 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.

## EMPLOYMENT (Continued)

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.

### 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

#### **Nursing Branch Medical Imaging**

#### **Martin Goodisson: 747-06217**

From: Registered Nurse Level 1  
\$31,926 - \$41,375

#### Medical Imaging

To: Registered Nurse Level 2 \$42,723 - \$45,423  
Medical Imaging, Canberra (PN. 22509)  
(5, 03/02/2000)  
CC: 148-9010-16875 2712

### CALVARY HOSPITAL INC.

#### **ACT Hospice**

#### **Sarah Willoughby: 740-89028**

From: Registered Nurse Level 1  
\$31,926 - 41375

Calvary Hospital ACT Incorporated

To: Registered Nurse Level 3 \$47,110 - 50,147  
ACT Hospice Calvary Hospital ACT Incorporated, Canberra (PN. 8467)  
(3 20/01/2000)

#### **Nursing Services Operating Rooms**

#### **Pamella Jonasson: 609-08846**

From: Calvary Administrative Officer 2  
\$28,110 - 31,171  
Calvary Hospital ACT Incorporated  
To: Calvary Administrative Officer 3  
\$32,017 - 34,554  
Operating Rooms Calvary Hospital ACT Incorporated, Canberra (PN. 8641) (3 20/01/2000)

### CHIEF MINISTER'S DEPARTMENT

#### **Community Liaison**

#### **A. F Ainsworth: 735-14707**

From: Administrative Service Officer Class 4  
\$36,399-\$39,520p.a

From: Chief Minister's Department

To: Administrative Service Officer Class 5,  
\$40,598-\$43,048p.a

**Enter Section:** Community Liaison and Indigenous Affairs, Chief Minister's Department (Canberra) (PN. 55167)

Gazette No 5: ( ) 03/02/2000

CC: 148-9031-17185

All appeal applications should be addressed to:

Convener of the Appeal Panel  
PO Box 749  
Civic Square ACT 2608

### **Promotions to non-advertised vacancies**

#### **Policy Group**

#### **J. L. Severin: 735-15216,**

Graduate Administrative Assistant  
\$24,744-\$31,794p.a

From, Chief Minister's Department

To: Administrative Service Officer Class 5, (PN 55325) \$40,598-\$43,048p.a

Chief Minister's Department

**Duties:** Under direction, provide support and advice to the Manager and General Manager on policy development, strategic issues and complex statistical data. Assist in policy development including research, analytical and liaison work. Assist in the preparation of reports, correspondence and ministerial and other briefings as required.

Note: This promotion is made under section 83 of the Public Sector Management Act 1994 and is to an non-advertised vacancy.

Any suitable qualified officers may appeal.

All appeal applications should be addressed to:

Convener of the Appeal Panel  
PO Box 749  
Civic Square ACT 2608

CC: 148-9031-17429

## EMPLOYMENT (Continued)

### Policy Group

**S. D'Costa: 754-16983,**  
 Graduate Administrative Assistant  
 \$24,744-\$31,794p.a  
 From, Department of Urban Services  
 To:; Administrative Service Officer Class 5  
 (PN 55324) \$40,598-\$43,048p.a Chief Minister's  
 Department

**Duties:** Under direction, provide support and advice to the Manager and General Manager on policy development, strategic issues and complex statistical data. Assist in policy development including research, analytical and liaison work. Assist in the preparation of reports, correspondence and ministerial and other briefings as required.

Note: This promotion is made under section 83 of the Public Sector Management Act 1994 and is to an non-advertised vacancy.

Any suitable qualified officers may appeal. All appeal applications should be addressed to:

Convenor of the Appeal Panel  
 PO Box 749  
 Civic Square ACT 2608

CC: 148-9031-17429

### 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.

#### Corporate Group

#### Personnel Operations Section

**B. Kristjansson: AGS No 748-55079**  
 From: Administrative Service Officer Class 3  
 \$32,657-\$35,245  
 Urban Services  
 To: Administrative Service Officer Class 5  
 \$40,598-\$43,048  
 Personnel Operations Section Urban Services,  
 Canberra (PN. 10055) (Gazette No. 8, 24/2/2000)  
 CC: 148-9017 17224

#### Operations Group

#### City Operations Branch

#### Urban Rangers and Approval Services Section Domestic Animal Services Subsection

**P. R. Gibbs: AGS No 735-61757**  
 From: General Service Officer Level 6  
 \$29,648-\$31,147  
 Urban Services  
 To: Administrative Service Officer Class 3  
 \$32,657-\$35,245  
 Urban Rangers and Approval Services Section  
 Urban Services, Canberra (PN. 13932)  
 (Gazette No 7, 17/2/2000)  
 CC: 148-9015 17028

### ACT LEGISLATIVE ASSEMBLY

#### Secretariat

**B. G Schilg 713-02196**  
 From:; Administrative Service Officer Class 3  
 \$33,202-\$35,832p.a  
 From: ACT Legislative Assembly  
 To: LA Administrative Service Officer Class 4 ,  
 \$37,005-\$41,179  
 Corporate Services, ACT legislative Assembly  
 (Canberra ) (PN. 43595)  
 Gazette No 49: () 09/12/99  
 CC: 148-9031-17429

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

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## Retirements and dismissals

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### DEPARTMENT OF URBAN SERVICES

**Section 143 Public Sector Management Act:**  
 Elizabeth Maria Duda, Administrative Service  
 Officer Class 2, 3/3/2000  
 CC: 148-9015 17719

**Section 143 Public Sector Management Act:**  
 Garry Keith Moger, Administrative Service  
 Officer Class 5, 16/3/2000  
 CC: 148-9017 17032

**Section 143 Public Sector Management Act:**  
 Ronald Wayne Williams, General Service  
 Officer Level 5, 17/3/2000  
 CC: 148-9019 17278

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## Corrigenda

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Child, Youth and Women's Health Program  
 Maria McNeill: 740-97757  
 Should have read appointed to Child, Youth and  
 Women's Health Program not Disability  
 Program  
 CC: 148-9009-16863

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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



**EMPLOYMENT (Continued)**

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

## 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>Environment Protection Act 1997</i>	Determination of Fees.	No. 107 of 2000
<i>Electoral Act 1992</i>	Appointment of Phillip Charles Green as Electoral Commissioner.	No. 108 of 2000

### NOTIFICATION OF THE MAKING OF A SUBORDINATE LAW

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

Act under which Subordinate Law made	Description of Subordinate Law	Number and year of Management Standard
<i>Public Sector Management Act 1994</i>	Management Standards	No. 1 of 2000
<i>Public Sector Management Act 1994</i>	Management Standards	No. 4 of 2000

## GOVERNMENT NOTICES (Continued)



### APPOINTMENT OF REGISTRAR OF FIREARMS

Pursuant to Section 7 of the *Firearms Act 1996*,  
I, William James Stoll, Chief Police Officer,  
HEREBY APPOINT  
Detective Superintendent Rudi William Lammers as the  
Registrar of Firearms

Dated this 17th day of March 2000

*W J Stoll*

**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 Nicholls.	No. R9/00 of 2000

**GOVERNMENT NOTICES (Continued)****Environment ACT*****Environment Protection Act 1997*****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:

<b>Organisation</b>	<b>Brief Description of Activity</b>	<b>Location</b>
J & V Jauncey	Pest Control	189 Douglas Cl Radcliffe NSW

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 environmental authorisations and 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 24th day of March 2000  
Environment Management Authority

**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY**

**ENVIRONMENT PROTECTION ACT 1997**

**INSTRUMENT UNDER SUBSECTION 67A (1)**

In accordance with subsection 67A (1) of the *Environment Protection Act 1997*, I specify that a licence or an authorisation, however described, which has been granted by a State or Territory in Australia and which authorises an activity to which the National Environment Protection (Movement of Controlled Waste between States and Territories) Measure, as in force from time to time, applies shall be recognised as an environmental authorisation.

Dated this 9 day of March 2000.

**Brendan Smyth**  
Minister for Urban Services

## GOVERNMENT NOTICES (Continued)



### AUSTRALIAN CAPITAL TERRITORY

### ROAD TRANSPORT (GENERAL) ACT 1999

### DECLARATION No. PP - 002 OF 2000

### DECLARATION OF PARKING PERMITS

I, David Handley pursuant to the functions delegated to me under section 17(2) of the *Road Transport (General) Act 1999 (the Act)* and in particular the function of the Road Transport Authority to declare parking permits under sub regulation 100(2)(g) of the Road Transport ( Safety and Traffic Management ) Regulations 2000 (*the Regulations*) I declare that:

The following are kinds of parking permits that the Road Transport Authority may issue for the parking of a vehicle in a parking space designated for use by holders of such a permit:

- Medical Practitioner
- Nurse
- Member of the Australian Capital Territory Legislative Assembly
- Persons authorised by the Speaker of the Australian Capital Territory Legislative Assembly
- Member of the House of Representatives
- Senator
- Motor vehicle used by the Commonwealth Government, Australian Capital Territory Government, Commonwealth Authority or Australian Capital Territory Authority or a motor vehicle approved by the Road Transport Authority
- Diplomatic vehicles including those approved by the Secretary of the Department of Foreign Affairs and Trade
- Volunteers

This instrument commences operation on 22 March 2000.

Dated the 22nd day of MARCH 2000

**DAVID HANDLEY**

## GOVERNMENT NOTICES (Continued)



### APPROVAL OF FIREARMS REGISTRARS GUIDELINES

Pursuant to Section 12 (1) of the Firearms Act 1996,  
I, Detective Superintendent Rudi William LAMMERS, appointed under Section (7) of  
Firearms Act 1996 as the Registrar of Firearms, hereby determine that guidelines  
published on the AFP Internet site at <http://www.afp.gov.au/actregion/firearms.htm> are  
approved guidelines for the purpose of giving effect to the Firearms Act 1996.

Dated this 24th day of March 2000

**R. W. LAMMERS**  
Detective Superintendent  
Registrar of Firearms

AFP Web site: [www.afp.gov.au](http://www.afp.gov.au)

