



Australian Capital Territory

Gazette

No. 15, Thursday 13 April, 2000

Contents

General Information	ii
Employment	373
Gazette Information	386
Government Notices	387

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

CONTACT DETAILS

ACT Gazette Officer
Publishing and Shopfront Services
GPO Box 158
Canberra ACT 2601

ACT Gazette Office
Level 7, Macarthur House
12 Wattle Street
Lyneham ACT 2602

Phone: (02) 6205 0484

Fax: (02) 6205 0266

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

Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

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

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

Purchasing and Subscriptions

Copies of the ACT Government Gazette may be purchased at a cost of \$5.00 (or \$2.00 for a Special Gazette) from the ACT Government shopfront, Legislation/Gazette sales counter, East Row, Canberra City. Subscriptions to the Gazette may be arranged through the Gazette Office at a price of \$360.00 (1 July 1999 - 30 June 2000) or part thereof, including postage. Refunds will not be given for cancellations. Claims for missing items will be recognised as valid if lodged within 28 days of publication.

Copyright Notice - Australian Capital Territory

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without written permission from Library and Information Management, Department of Urban Services, ACT Government, GPO Box 249, Civic Square ACT 2608.

Products and Services advertised in this publication are not necessarily endorsed by the ACT Government

EMPLOYMENT

ACT Public Service

General Information

Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

- an officer of the Australian Public Service (APS) applying for appointment (see section 115 of the Act)
- a former officer of the APS or ACTPS who has resigned, if:

*they resigned to rear a child, after taking at least three months maternity or parental leave; and

*they resigned within two years of the date of birth of the child for which the period of maternity leave was granted;

*the position for which they are applying is advertised in the gazette within six years from the date of the birth of the child for which the maternity or parental leave was granted; and

* they have a statement from the relevant Chief Executive of the details of their resignation which was obtained at the time of resignation;

- an 'officer' of an approved organisation listed in Standard 4, Part 6, Mobility with Approved Organisations, employed on other than a temporary basis, applying for appointment;

- a temporary employee who has been employed by the ACTPS in one job for six months continuously, may apply for appointment to an advertised vacancy:

* if still employed in that temporary job; and

* the six months eligibility period is reached before the applications close.

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

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

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

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

Vacancies

DEPARTMENT OF HEALTH AND COMMUNITY CARE

Business Services Bureau

Financial Services

Administrative Service Officer Class 2

\$28110-\$31171 Canberra (PN.25053)

Closing date: 27.4.2000

Duties/eligibility: Practical experience in the practices and processes associated with the payment of accounts using a computerised creditor payment system; good level of interpersonal and team skills: good level of computer skills.

Eligibility/other requirements:

Contact Officer: Sue Davies (02) 62443398

Selection documentation may be obtained from Sue Davies (02) 62443398

Business Services Bureau

Financial Services

Administrative Service Officer Class 3

\$32017 - \$34554, Canberra (PN.23073)

Closing date: 27.4.2000

Duties/eligibility: Extensive experience in the practices and processes associated with the payment of accounts using a computerised creditor payment system: high level of interpersonal and team skills: good level of computer skills

Contact Officer: Sue Davies (02)62443398

Selection documentation may be obtained from Sue Davies (02)62443398

Central Office

Consumer and Community Priorities Group

Drug and Alcohol Policy Unit

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

(PN. 23017)

Closing date: 27 April 2000

Unit and Position Profile: The area is responsible for the development of drug and alcohol policy and planning as well as the purchasing of both Government and non-Government drug and alcohol health services in the ACT. Examples of work currently being undertaken by this Unit include the supervised injecting place trial, the development of a private methadone stream and a number of innovations relating to the needle and syringe

EMPLOYMENT (Continued)

program. The position operates within a small, highly motivated team and has responsibility for managing a wide range of complex policy development and purchasing issues. The successful applicant will have well-developed policy and analytical skills and be able to demonstrate sound judgement and priority setting along with excellent written communication skills and the demonstrated capacity to liaise effectively with a range of internal and external customers. The successful applicant will be skilled in managing a range of tasks concurrently and in managing the work of a small team.

Duties: As a subject specialist or team leader, perform some or all of the following duties, assist in the management of human, financial, technological, physical and information resources in accordance with organisational strategic goals and objectives. Exercise appropriate delegations. Provide high level advice to the Chief Executive, Executive Management Team and customers on policy, programs, planning, purchasing and other activities. Represent the Department in liaison and negotiation with customers, other Agencies, Unions and other Governments. Develop, review, oversee and evaluate strategic activities and projects related to corporate goals, operational procedures, legislative reforms, policies and planning.

Eligibility/other requirements: A knowledge and understanding of the principles of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity.

Contact Officer: Fran Barry 02-6205 0909
Selection documentation may be obtained from Rebecca Scrivener 02-6205 0831
Apply: 23
CC: 148-9011-17913

THE CANBERRA HOSPITAL

Medical SMT

Endocrinology

Administrative Service Officer Class 2
\$28,110 - \$31,171, Canberra (PN. 21016)

Closing date: 27 April 2000

Duties: Under general direction, perform a range of administrative support duties.

Eligibility/other requirements: Sound keyboard skills and knowledge of medical terminology highly desirable.

Contact Officer: Sue Reid (02) 6244 2228
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139
Apply: 16
CC: 148-9010-16875 (1746)

Pathology Services Branch

General Services Administration

Technical Officer Level 4 \$42,986 - \$48,040, Canberra (PN. 22935)

Closing date: 27 April 2000

Duties: Provide Technical Advice on purchase of goods, equipment and maintenance contracts for all sections of ACT Pathology. Design and maintain databases recording a variety of technical activities including reagent purchases, equipment, maintenance contracts, workload and staff training.

Eligibility/other requirements: A Diploma in Applied Science or other approved qualification.

Contact Officer: Peter Kaylock (02) 6244 2893
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139

Apply: 16

CC: 148-9010-16875 (3111)

Mental Health Services

Child and Adolescent Mental Health

Professional Officer Class 2 / Registered Nurse Level 3 \$42,986 - \$50,147, Canberra (PN. Several)

Professional Officer Class 1 / Registered Nurse Level 2 \$29,976 - \$45,423, Canberra (PN. Several)

Closing date: 27 April 2000

Duties: We are seeking an experienced clinician with a background in Child and Adolescent Mental Health. Applicants should be familiar with current mental health practice in regard to treating children, adolescents and their families with moderate to severe mental illness. A particular interest in working with adolescents would be an advantage.

Eligibility/other requirements: Tertiary qualifications or equivalent in Psychology, Social Work, Occupational Therapy or Mental Health Nursing with current ACT Registration where applicable, and / or eligibility for membership of the appropriate professional organisation.

Contact Officer: Merrie Carling (02) 6205 1469
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3134

Apply: 16

CC: 148-9010-16875 (2231)

Deputy CEO Corporate

Food Services

Administrative Service Officer Class 2
\$28,110 - \$31,171, Canberra (PN 20238)

Closing Date: 27 April 2000

Duties: Operate Food Service computer systems and produce a range of associated reports for management uses. Generate timely and accurate production schedules and recipes for daily use in the production area. Respond to

EMPLOYMENT (Continued)

telephone call; receive and record request for all internal departments, outstations and Nutrition section.

Contact Officer: Mr Ric Della-Torre
(02) 6244 3932
Selection documentation may be obtained from Human Resource Management Group
(02) 6244 3134
Apply: 16
CC: 148-9010-16875 (1371)

Nursing Branch
Surgical SMT
Operating Rooms
General Service Officer Level 3
\$24,836 - \$25,809, Canberra (PN 20939)
Storeperson

Closing Date: 27 April 2000
Duties: Assess and record imprest sheets, quantities of sterile goods, medical and surgical items, fluids, stationary and domestic items that are required in the anaesthetic room, resource room, cardiac theatre, D.S.U, P.A.C.U, and P.A.C; prepare orders to fill the imprest quota in line with budget imperatives.

Contact Officer: Claire Culley (02) 6244 2765
Selection Documentation may be obtained from the Human Resource Management Group
(02) 6244 2257
Apply: 16
CC: 148-9010-16875 (1956)

Clinical School
Library and Multimedia Services
Administrative Service Officer Class 3
\$32,017 - \$34,554, Canberra (PN 25105 & 27256)

Closing Date: 27 April 2000
Duties: Perform all duties pertaining to the Interlibrary Loan Services by using automated system. Maintain serials on automated system. Provide basic cataloguing on automated system.
Eligibility/other requirements: Associate Diploma in Library Studies or Library Technicians Certificate or two years library experience desirable.

Contact Officer: Saroj Bhatia (02) 6244 2588
Selection Documentation: Human Resource Management Group (02) 6244 3139
Apply: 16
CC: 148-9010-16875 (1512)

ACT COMMUNITY CARE

Integrated Health Care Program
Nutrition Services
Professional Officer Class 1 \$29,976-\$42,054, Canberra (PN. 25521 and 21065)

Closing date: 26 April 2000
Duties: The nutrition services of the ACT Community Care Integrated program invites

applications from suitably qualified dietitians to provide direct patient care to patients at The Canberra Hospital. As members of the multi disciplinary health care team the dietitian will be responsible for nutritional assessments, care planning and education in medical and surgical areas.

Contact Officer: Lyn Brown 02 62442211
Selection documentation may be obtained from Justine Spina 02.62051357
Apply: 21
CC: 148-9009-16863

Disability Program
Professional Officer Class 2 \$42,986 - \$48,040
or Professional Officer Class 1, \$29,976 - \$42,054 Physiotherapist, Canberra (PN. 01486)

Closing date: 4 May 2000
Duties: A vacancy exists for a suitably qualified person to work as a part of a multi-disciplinary team providing physiotherapy services to clients of the Disability Program. Assessing, planning and implementing individual and group programs for people with disabilities including those related to mobility, rehabilitation aids, equipment and appliances. Assessing and recommending appropriate equipment to maintain client functioning and or improve client/carer safety
Excellent team, client and communication skills are required. Experience with working with people with disabilities is advantageous but not essential.

Eligibility/other requirements: An appropriate physiotherapy degree or diploma. Eligibility for registration as a physiotherapist in the ACT. Note: Only one position to be filled at either PO1 or PO2 level depending on experience and qualifications.

Contact Officer: Annette Gilmour (02) 6207 7778
Selection documentation may be obtained from (Answering Machine) (02) 6205 0971
Apply: 21
CC: 148-9009-16863

Disability Program
Professional Officer Class 2 – Speech Pathologist, \$42,986 - \$48,040, Canberra (PN. 27386 & 33536)

Closing date: 4 May 2000
Duties: Several positions exist for qualified speech pathologists to work as part of a multi-disciplinary team, providing services to Disability Program clients. Assessing, planning and implementing group and individual programs for people with disabilities including those in the area of communication and mealtime assistance. Conducting and interpreting speech pathology assessments as required.
Ability to train staff and clients in matters related to speech pathology.

EMPLOYMENT (Continued)

Excellent team, client and communication skills are required. Experience with working with people with disabilities is essential.

Eligibility/other requirements: An appropriate speech pathology degree or diploma. Eligibility to join the Speech Pathology Association of Australia.

Note: Several Positions, full time and part time—36.45 and 18.22 hours per week

Contact Officer: Annette Gilmour (02) 6207 7778
Selection documentation may be obtained from (Answering Machine) (02) 6205 0971

Apply: 21

CC: 148-9009-16863

Disability Program

Professional Officer Class 2, \$42,986 - \$48,040 or Professional Officer Class 1, \$29,976 - \$42,054 Psychologist, Canberra (PN 31288)

Closing date: 4 May 2000

Duties: A vacancy exists for a suitably qualified person to work as a part of a multi-disciplinary team providing psychology services to clients of the Disability Program.

Assessing, planning, implementing and monitoring group and individual programs for people with disabilities including those related to behaviour management and personal skills development.

Conducting and interpreting ecological analyses and psychological assessments including those related to cognitive functioning, behaviour and functional skills.

Excellent team, client and communication skills are required. Experience with working with people with disabilities is advantageous but not essential.

Eligibility: An appropriate psychology degree. Eligibility for registration as a psychologist in the ACT.

Note: Only one position to be filled at either PO1 or PO2 level depending on experience and qualifications.

Contact Officer: Penny Hayman (02) 6207 1355
Selection Documentation: (Answering Machine) (02) 6205 0971

Apply: 21

CC: 148-9009-16863

Child, Youth and Womens Health Program, TCH Social Work Services

Professional Officers Class 2, Social Work \$42,986 - \$48,040, Canberra (PN. 28784)

Closing date: 26 April 2000

Duties: Social Worker required to provide a crisis intervention and counselling service for inpatients, outpatients (and their families/significant others) of the Maternity Units – Antenatal Clinic, Antenatal and Postnatal Wards and Neonatal Intensive Care Unit. Previous hospital experience highly desirable.

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

Contact Officer: Nancy Wilkinson (02) 6244 2316

Selection documentation may be obtained from Leigh Garner (02) 6244 2316

Apply: 21

CC: 148-9009-16863

CALVARY HOSPITAL INC.

Medical Services

Occupational Therapy

Calvary Professional Officer 1 \$ 29,976 - 42,053, Canberra (PN. 8337)

Closing date: 27/4/00

Duties: Provide Occupational Therapy services as directed by the Director of Occupational Therapy, maintaining a high standard of treatment and customer focus.

Eligibility/other requirements: Degree or Diploma in Occupational Therapy with eligibility to join OT Australia. Current ACT drivers licence is essential.

Note: TTY 6201 6127

Contact Officer: Dagmar Ciolek (02) 6201 6440

Selection documentation may be obtained from Dagmar Ciolek (02) 6201 6440

Apply: 07

CC: 148-9094-17781

ACT Hospice

Nursing Services

Registered Nurse Level 1 \$ 31,926 - 41,375, Canberra (PN. 8385)

Closing date: 27/04/2000

Duties: Co-ordinate and maintain a high level of Palliative Care that meets the physical, emotional, spiritual and social needs of each patient, by utilising the nursing practice.

Maintain knowledge of current Hospice policies and demonstrate this in practice.

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

Note: TTY 6201 6127

Contact Officer: Sue Quayle (02) 6257 8835

Selection documentation may be obtained from Susan Granger (02) 6257 8835

Apply: 07

CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

ArtsACT

Administrative Service Officer Class 6

\$43,846--\$50,366p.a. (PN: 13518), Canberra

Closing date: 27 April 2000

Duties: The position is part of a team that implements the arts funding program. The position will manage the assessment process,

EMPLOYMENT (Continued)

monitor funding agreements, assets acquittals, prepare media releases, and manage issues. Under limited supervision, the position will provide policy advice, briefings, speeches and correspondence for the Minister for the Arts on arts related matters.
 Eligibility/other requirements:
 Contact Officer: Robert Piani (02)6207 2379
 Selection documentation : Karen Elsom (02) 6207 2380
 Apply: 06
 CC: 148-9031-17429

CULTURAL FACILITIES CORPORATION

**Canberra Museum and Gallery
 Professional Officer Class 2, (Curator)
 \$42,986-\$48,040p.a. (PN: 43462), Canberra**

Closing date: 27 April 2000
Duties: Supervise the operation of the combined social history and visual arts curatorial team. Co-ordinate development of the integrated exhibition program, within the policy framework and established priorities. Collaborate in the development and implementation of the exhibition program.
 Eligibility/other requirements: Relevant tertiary qualifications are essential.
 Peter Haynes (02)62072694
 Selection documentation may be obtained by phoning the 24 hours answering machine on (02)62051569.
 Apply: 06
 CC: 148-9008-17267

**Canberra Museum and Gallery
 Professional Officer Class 2, (Curator)
 \$42,986-\$48,040p.a. (PN: 43228), Canberra**

Closing date: 27 April 2000
Duties: Under limited direction: Oversight the implementation of collection management procedures and practices. Supervise the Exhibition/Building assistant position. Act as point of contact for liaison on building issues which impact on museum activities/standards.
 Eligibility/other requirements: Relevant tertiary qualifications are essential.
 Peter Haynes (02)62072694
 Selection documentation may be obtained by phoning the 24 hours answering machine on (02)62051569.
 Apply: 06
 CC: 148-9008-17267

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**Preamble**

Information for applicants including duty statements, selection criteria are accessible on the Internet at the following address: <http://www.decs.act.gov.au/department/department.htm> or may be requested using email to decs.jobs@act.gov.au.

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

**Education and Training Division
 Schools Directorate Branch
 International Education Unit
 Administrative Service Officer Class 4
 \$36399-39520, Canberra (PN. 2147)**

Closing date: 27 April 2000
Duties: Provide assistance to the Senior Project Officer in the management of programs delivered in the International Education Unit. Respond to and progress student applications and provide appropriate written documentation as required. Provide advice and assistance to overseas students and their parents. Design promotional materials to provide the range of services which the department offers in the international market place. Provide administrative and clerical services as requested.

Contact Officer: Sandra Woolacott (02) 62059176
 Selection documentation may be obtained from Therese Cahill (02) 62056764
 Apply: 12
 CC: 148-9013-16917

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

EMPLOYMENT (Continued)

ACT Government Solicitor's Office

Various sections

Legal Assistant

Administrative Service Officer Class 2;

\$28,110 - \$31,171, Canberra

(PN 42596, 42602, 42631)

Closing date: 27 April 2000

Duties: The successful applicant will be required to provide administrative support, including word and data processing, maintenance of records management, assisting with the preparation of briefs and other court documentation.

Eligibility/other requirements: Dictaphone experience would be an advantage.

Contact Officer and Selection documentation:

Colleen Peters (02) 6207 0655

Apply: 28

CC: 148-9012-16909

Office Of The Public Trustee For The ACT

Administrative Service Officer Class 3;

\$32,017 - \$34,554, Canberra (PN 4589)

Client Service Officer

Part time position of 25 hours per week

Closing date: 27 April 2000

Duties: Carry out the administration of less complex estates and trusts ranging from preparation of formal documents to obtain Probate Orders to preparing interim and final distributions. Assist trust officers as required to administer all matters relating to powers of attorney and management of property orders and assist trust officers with the administration of proceeds of crime forfeiture.

Eligibility/other requirements: Ability to deal with difficult people, experience in trustee or relevant industry highly desirable.

Contact Officer: Pam Brooks (02) 6207 9800

Selection documentation may be obtained from Margaret Ryan (02) 6207 9819

Apply: 28

CC: 148-9075-17581

EMERGENCY SERVICES BUREAU

Bushfire and Emergency Services

Administrative Services

Administrative Service Officer Class 4

\$35685-38745, Canberra (PN. 1470)

Closing date: 27.4.00

Duties: Under general direction apply financial processing and budgeting knowledge, skills and techniques appropriate to the ACT Bushfire and Emergency Services. Have the ability to undertake projects and duties associated with high level support to a number of senior departmental committees, including the taking of minutes and the preparation of agenda papers. Assist in liaison and implementation of strategic emergency management planning and

training arrangements, and maintain the administrative operations of the work area.

Note: This position has been upgraded

Contact Officer: Tony Grahom (02) 62078400

Selection documentation may be obtained from Alan Carpenter (02) 62078418

Apply: 13

CC: 148-9007-16846

DEPARTMENT OF URBAN SERVICES

Planning and Land Management Group

Building and Services Branch

ACT WorkCover Section

Administrative Service Officer Class 2

\$28,672-\$31,794, Canberra (PN. 13133)

Closing date: 27/4/2000

Duties: Under general direction deliver a high quality customer service providing information, advice and assistance to clients. The position involves telephone and counter enquiries, collecting, receipting and banking of moneys, as well as general administrative support. Eligibility/other requirements: Knowledge of WorkCover and Occupational Health and Safety principles an advantage.

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

Contact Officer: Kevin McFadzen (02) 62050330

Selection documentation may be obtained from Mirela Sharrock (02) 62052137

Apply: 34

CC: 148-9020 17088

DEPARTMENT OF TREASURY AND

INFRASTRUCTURE

Financial and Budgetary Management

Ownership Monitoring

CMD Manager, \$76,901-\$76,901p.a. (PN: 43387), Canberra

Closing date: 27 April 2000

Duties: As a senior professional practitioner with a high degree of independence:

Prepare monthly consolidated general purpose financial statements for the Territory. Analyse general purpose financial statements of the Territory and Territory entities.

Eligibility/other requirements: Tertiary qualifications in economics, accounting, economics or similar field mandatory.

NOTE: The terms and conditions of this position will be regulated under an Australian Workplace Agreement.

Contact Officer : Megan Smithies (02)62075972

Selection documentation : Emma Holley (02) 62075972

Apply: 35

CC: 148-9042-17765

EMPLOYMENT (Continued)

Financial and Budgetary Management

Ownership Monitoring

CMD Manager, \$76,901-\$76,901p.a. (PN: 43388), Canberra

Closing date: 27 April 2000

Duties: As a senior professional practitioner with a high degree of independence: Undertake major accounting policy formulation for the ACT Public Service to continue the Financial Management Reform process. Prepare changes to legislation, regulations and directions relating to the accounting standards, financial management procedures of the ACT Public Service, and the Financial management Act 1996.

Eligibility/other requirements: Tertiary qualifications in economics, accounting, economics or similar field mandatory.

NOTE: The terms and conditions of this position will be regulated under an Australian Workplace Agreement.

Contact Officer: Megan Smithies (02) 62075972

Selection documentation: Emma Holley

(02) 62075972

Apply: 35

CC: 148-9042-17765

Economic Management

Intergovernmental Financial Policy

Senior Officer Grade B, \$65,593-\$73,841p.a. (PN: 4344), Canberra

Closing date: 27 April 2000

Duties: High level policy advice on Commonwealth/State financial relations and other related issues associated with the financing of the Australian Capital Territory: prepare ministerial submissions, recommendations and other briefs relating to a range of Commonwealth/State forums, particularly the Commonwealth Grants Commission; investigate and review financial and methodological implications arising from inquiries undertaken by the Commonwealth/State and other negotiations.

Eligibility/other requirements: Tertiary qualifications in accounting, desirable.

NOTE: The terms and conditions of this position will be regulated under an Australian Workplace Agreement.

Contact Officer/Selection documentation John Purcell (02)6207 0269

Apply: 35

CC: 148-9042-14979

Appointments

ACT COMMUNITY CARE

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

Elissa Jacobs: 748-78684, Section 68(1), 29 March 2000

CC: 148-9009-16863

Administrative Service Officer Class 2

\$28,110-\$31,171

Elizabeth Griffin: 740-95700, Section 68(1), 30 March 2000

CC: 148-9009-16863

Disability Support Officer Level 1

\$26,716-\$27,786

Donald Savanhu: 740-98178, Section 68(1), 30 March 2000

CC: 148-9009-16863

Professional Officer Class1 \$29,976-\$42,054

Zoe Bailey: 740-94388, Section 68(1), 20 March 2000

CC: 148-9009-16863

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

School Assistant 2 \$24381-27036

Denise Margaret McMahon: 737-57346, Section 68(1), 31 March 2000

CC: 148-9013-16917

Administrative Service Officer Class 4

\$36399-39520

Jacinta Mary Ballinger: 755-69146, Section 68(1), 03/04/00

CC: 148-9013-16917

EMERGENCY SERVICES BUREAU

Administrative Service Officer Class 2

\$28110-31171

Deborah Anne PATTI: 754-06216, Administrative Services, ACT Ambulance Service, ACT Emergency Services Bureau, DJACS, with effect 4 April 2000

CC: 148-9007-16846

DEPARTMENT OF URBAN SERVICES

Technical Officer Level 1 \$29,067-\$30,536

Kara Justine Woodward: AGS No 757-51968, Section 68(1), 3/4/2000

CC: 148-9028 17218

DEPARTMENT OF TREASURY AND INFRASTRUCTURE

Christine Joy White \$32,657-\$35,245 p.a

Christine Joy White, AGS No. 735-12357, Section 68, 04/04/2000

CC: 148-9031-17429

EMPLOYMENT (Continued)

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).

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

EMPLOYMENT (Continued)

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.

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.

EMPLOYMENT (Continued)

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

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

CONTENT OF STATEMENTS

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

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

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

PAC PROCEDURES

The PAC does not have to interview all or any of the parties to an appeal. Therefore, you should not rely on being granted an interview as the

main opportunity to make your case. You should instead state your case as fully and as openly as possible in your written statement. If a PAC decides that parties are to be interviewed, you will be advised as early as possible of the date and place, usually through the recruitment/personnel area of your department.

Once you have lodged an appeal or are aware an appeal has been lodged against your promotions, you will be considered available for interview at any time. Wherever possible, 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,

EMPLOYMENT (Continued)

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

can be reviewed. It is not comparable with the right of appeal to a PAC. Section 87 provides for a review of a promotion solely on the ground that it would be unreasonable for the promotion to stand because of a breach of section 8 or a serious defect under section 65, and is **directed at the process and not the merits of the decision**.

Additional information on lodging an application for review is contained in the MPC brochure, *Review of non-appealable promotions*, which you should be able to obtain from your Personnel Section.

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

DEPARTMENT OF HEALTH AND COMMUNITY CARE

ACT Department of Health and Community Care Business Services Bureau Payroll Services

Jennifer Bright 608-00261

From: Health Service Officer Level 2
\$12400 - \$25412
Hotel Services, The Canberra Hospital
To: Administrative Service Officer Class 3
\$32017 - \$34554
Payroll services, ACT Department of Health and Community Care Canberra (PN.24221)

ACT Department of Health and Community Care Business Services Bureau Payroll Services

Sandra Sturt 261-47430

From: Administrative Service Officer
Class 3 \$35685 - \$38745
Payroll services, ACT Department of Health and Community Care
To: Administrative Service Officer Class 4
\$35685 - \$38745
Payroll Services, ACT Department of Health and Community Care, Canberra (PN.28846)

CALVARY HOSPITAL INC.

Nursing Services Maternity

Maree James: 261-58463

From: Registered Nurse Level 1
\$31,926 - \$41,375
Calvary Hospital ACT Incorporated
To: Registered Nurse Level 2 \$42,723 - \$45,423
Maternity Calvary Hospital ACT Incorporated,
Canberra (PN. 9094) (3 20/01/2000)
CC: 148-9094-17781

EMPLOYMENT (Continued)

CHIEF MINISTER'S DEPARTMENT

Public Sector Management Group

J. B. Anderson AGS No. 738-46306

From: CMD Officer Class 5 \$41,410-\$43,909p.a
 Chief Minister's Department
 To: CMD Officer Class 6, \$44,723-\$51,373p.a
 Workplace Relations Section, Chief Minister's
 Department. (Canberra) (PN. 42244)
 Gazette No 2: 13 /01/2000
 CC: 148-9031-16949

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

Public Sector Management Group

M. C. Zatorski AGS No.: 517-03168

From: CMD Senior Officer \$57,361-\$61,791p.a
 Chief Minister's Department
 To: Senior Officer Grade B , \$65,593-\$73,841p.a
 Whole of Government Policy,
 Chief Minister's Department.
 (Canberra) (PN. 42127)
 Gazette No 44: 04/11/1999
 CC: 148-9031-16949

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Sport and Corporate Resources Division Budget and Facilities Branch Financial Services Section

Gillian Ella Broers: 507-69088

From: Administrative Service Officer Class 3
 \$32657-35245
 Department of Education and Community
 Services
 To: Administrative Service Officer Class 4
 \$36399-39520
 Financial Services, Department of Education
 and Community Services, Canberra (PN. 14407)
 (P.S. 9, 2/03/2000)
 CC: 148-9013-16917

DEPARTMENT OF URBAN SERVICES

In accordance with current Urban Services
 E.B.A provisions, appeals against Urban
 Service promotions must be lodged at the
 personnel counter on Level 1 Annexe Macarthur
 House, 12 Wattle Street Lyneham by close of
 business on the 7th day after notification in the
 Gazette.

Planning and Land Management Group Development Management Land Use North and Rural Section

C. C. O'Keeffe: AGS No 710-38129

From: Administrative Service Officer Class 5
 \$40,598-\$43,048
 Urban Services
 To: Administrative Service Officer Class 6
 \$43,846-\$50,366
 Land Use North and Rural Section Urban
 Services,
 Canberra (PN. 3043) (PS 44, 4/11/1999)
 Note: This position was advertised as several.
 This promotion was made by a unanimous
 decision of an internal Joint Selection
 Committee in accordance with current EBA
 provisions and is not appellable.
 CC: 148-9020 17776

C. M. Luchetti: AGS No 517-39753

From: Administrative Service Officer Class 5
 \$40,598-\$43,048 Urban Services
 To: Administrative Service Officer Class 6
 \$43,846-\$50,366
 Land Use North and Rural Section Urban
 Services,
 Canberra (PN. 3042) (PS 44, 4/11/1999)
 Note: This position was advertised as several.
 This promotion was made by a unanimous
 decision of an internal Joint Selection
 Committee in accordance with current EBA
 provisions and is not appellable.
 CC: 148-9020 17776

C. I. Mee: AGS No 517-98155

From: Administrative Service Officer Class 5
 \$40,598-\$43,048
 Urban Services
 To: Administrative Service Officer Class 6
 \$43,846 - \$50,366
 Land Use North and Rural Section Urban
 Services, Canberra (PN. 3095) (PS 44,
 4/11/1999)
 Note: This position was advertised as several.
 This promotion was made by a unanimous
 decision of an internal Joint Selection
 Committee in accordance with current EBA
 provisions and is not appellable.
 CC: 148-9020 17776

Land Use South and Residential Section

S. A. Messer: AGS No 517-05836

From: Administrative Service Officer Class 5
 \$40,598-\$43,048
 Urban Services
 To: Administrative Service Officer Class 6
 \$43,846-\$50,366
 Land Use South and Residential Section Urban
 Services, Canberra (PN. 13117)
 (PS 44, 4/11/1999)

Note: This position was advertised as several.
 This promotion was made by a unanimous
 decision of an internal Joint Selection
 Committee in accordance with current EBA
 provisions and is not appellable.
 CC: 148-9020 17776

EMPLOYMENT (Continued)

**Operations Group
Information Planning and Services Branch
Information Management Section**

N. A. Mangeruca: AGS No 705-37698
 From: Administrative Service Officer Class 2
 \$28,672-\$31,794
 Urban Services
 To: Administrative Service Officer Class 4
 \$36,399-\$39,520
 Information Management Section Urban
 Services, Canberra (PN. 10883) (Gazette No
 8,24/2/2000)
 CC: 148-9032 16952

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

- 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.

ACT Public Service Index of addresses

- 05 The Recruitment Officer, Director of
 Public Prosecutions, GPO Box 595,
 Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's
 Department, GPO Box 158, Level 3,
 Canberra Nara Centre, Canberra ACT
 2601
- 07 Recruitment Officer, Calvary Public
 Hospital. PO Box 254, Jamison Centre,
 ACT 2614
- 08 Personnel Manager, ACTION, PO Box
 1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56,
 Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra
 Institute of Technology, GPO Box 826,
 Canberra City ACT 2601
- 12 Customer Service Supervisor,
 Department of Education and
 Community Services, PO Box 1584,
 Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative
 Branch, Emergency Services Bureau,
 PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit,
 The Canberra Hospital, PO Box 11,
 Woden ACT 2606
- 17 Resource Advisor, Business Services
 Bureau, Department of Health and
 Community Care, PO
 Box 11, Woden ACT 2606
- 18 The Administrative Officer, Legislative
 Assembly for the ACT, GPO Box 1020,
 Canberra ACT 2601
- 20 Administrative Officer, Health Protection
 Service, Locked Bag 5, Weston Creek
 ACT 2611

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
S11	31 March	Notification of Enactment ~ <i>Land (Planning and Environment) Amendment Act 2000, No. 14 of 2000</i> Regulation No. 18 Of 2000 ~ <i>Environment Protection Act 1997</i>

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/Regulation under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Health Professions Boards (Procedures) Act 1981 and Pharmacy Act 1931</i>	Appointment of Paul O'Connor to be a member of the Pharmacy Board of the ACT.	No. 110 of 2000
<i>Radiation Act 1983</i>	Appointment of Malcolm Thomson to be a member of the Radiation Council.	No. 111 of 2000
<i>National Exhibition Centre Trust Act 1976</i>	Appointment of Rosemary Walsh as a member of the National Exhibition Centre Trust.	No. 112 of 2000
<i>Road Transport (Offences) Regulations 2000</i>	Declaration of Declared Holiday Period (Thursday 20 April 2000 to Tuesday 25 April 2000 inclusive).	No. 113 of 2000
<i>Betting (ACTTAB Limited) Act 1964</i>	Amendment to ACTTAB Rules of Betting.	No. 114 of 2000

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

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notification of Intention to Close Parts of Public Roads – Divisions of Russell and Campbell.	No. R11/00 of 2000

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

STADIUMS AUTHORITY ACT 2000

NOTICE OF COMMENCEMENT

I, GARY HUMPHRIES, Treasurer, fix 13 April 2000 as the day the provisions of the Act that are not in force commence.

Dated 4 April 2000

Gary Humphries
Treasurer

MOTOR SPORTS NOISE ENVIRONMENT PROTECTION POLICY—REVIEW AND AMENDMENT

CALL FOR PUBLIC COMMENT

The Motor Sports Noise Environment Protection Policy (EPP) was developed to balance the need to provide adequate protection to neighbouring residents from noise with the rights of motor sports enthusiasts to participate in their sport.

The EPP was released in December 1998 and has been reviewed and amendments have been proposed to provide for new events and continuing events now requiring authorisation.

The proposed revisions to the EPP are available for public comment until Friday 9 June 2000.

Copies of the Motor Sports Noise Environment Protection Policy for Review and Amendment may be obtained from the Environment ACT Information Centre in Macarthur House, 12 Wattle St Lyneham, or by telephoning 6207 2159. It may be viewed electronically on the Environment ACT internet site at www.act.gov.au/environ

Comments should be forwarded to the Environment Management Authority, Environment ACT, PO Box 144, LYNEHAM ACT 2602.

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

ROAD TRANSPORT (GENERAL) ACT 1999

APPROVAL OF AUTHORISED INSURER

Pursuant to section 207 of the *Road Transport (General) Act 1999* ('the Act'), I approve HIH Casualty and General Insurance Limited as an authorised insurer for the purposes of Division 10.12 (Additional insurance for public vehicles) of the Act.

This approval takes effect on 29 March 2000.

Dated: 29 March 2000.

BRENDAN MICHAEL SMYTH
Minister for Urban Services

AUSTRALIAN CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY FIRE BRIGADE

FIRE BRIGADE (ADMINISTRATION) ACT 1974

APPOINTMENT TO TEMPORARILY ACT AS FIRE COMMISSIONER

I, **GARY JOHN JOSEPH HUMPHRIES**, Minister for Justice and Community Safety in accordance with Section 4A of the *ACT Fire Brigade (Administration) Act 1974* and Section 33(4) of the *Acts Interpretation Act 1901* hereby appoint

SUPERINTENDENT IAN BENNETT

to act temporarily in the higher office of Fire Commissioner within the Australian Capital Territory Fire Brigade from 0800 hours on the eighteenth day of April 2000 until 0800 hours on the seventeenth day of October 2000.

Date this 6th day of April 2000

GARY JOHN JOSEPH HUMPHRIES
Minister for Justice and Community Safety

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

HEALTH ACT 1993

APPOINTMENT OF QUALITY ASSURANCE COMMITTEE

Pursuant to Section 7(c) of the Health Act 1993, I, MICHAEL MOORE, Minister for Health and Community Care, hereby appoint:

VMO

Dr Paul Burt
Dr Ray Cook
Dr Kerry Delaney
Dr Ken Downes
Dr Gerald Flynn
Dr Nick Gemmel-Smith
Dr Colin Gilmore
Dr George Jerogin
Dr David Kinchington
Dr B Kwan
Dr Frank Lah
Dr Hugh Lawrence
Dr Phil Rylands
Dr Greg Lloyd
Dr Jenny Major
Dr Nicola Meares
Dr N Melhuish
Dr Cliff Peady
Dr Peter Quach
Dr Mark Skacel
Dr Arne Schimmelfeder
Dr Vida Viliunas
Dr Linda Weber
Dr Peter Yorke
Dr G Buchanan

REGISTRARS

Lang
Hong
Messmer
Leung
Davies
Armarego
Lim
Stephens
Crispin
Chaffer
McLaren

as a committee which shall be known as the **QUALITY ASSURANCE COMMITTEE** of the Department of Health and Community Care

Dated this 23 day of March 2000

MICHAEL MOORE
MINISTER FOR HEALTH AND COMMUNITY CARE

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

APPROVED FACILITY

Pursuant to subsection 48(a) of the *Mental Health (Treatment and Care) Act 1994*, I approve The Canberra Hospital as a health facility for the purposes of Section 37 and subsection 46(1) of that Act.

Dated: 28th March 2000

Michael Moore MLA
Minister for Health and Community Care

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

APPROVED FACILITY

Pursuant to subsection 48(b) of the *Mental Health (Treatment and Care) Act 1994*, I approve The Canberra Hospital as a mental health facility for the purposes of Section 41 of that Act.

Dated: 28th March 2000

Michael Moore MLA
Minister for Health and Community Care

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

HEALTH ACT 1993

APPOINTMENT OF CLINICAL PRIVILEGES COMMITTEE

Pursuant to Section 7(c) of the Health Act 1993, I, MICHAEL MOORE, Minister for Health and Community Care, hereby appoint:

- | | |
|---------------------------------------------------------|-------------------------------|
| • Chairman, Clinical Privileges Committee | Dr Anthony Clarke |
| • Chairman, Division of Pathology | Dr Sanjiv Jain |
| Deputy Chairman | |
| • Deputy Chief Executive Clinical | Dr Kerry Delaney |
| • Chairman, Division of Anaesthesia and Pain Management | Dr David Kinchington |
| • Chairman, Division of Medical Imaging | A/Professor Morry Silberstein |
| • Chairman, Division of General Practice | Dr Glynn Kelly |
| • Chairman, Division of Medicine | Dr Michael Pidcock |
| • Chairman, Division Obstetrics and Gynaecology | Dr Martyn Stafford-Bell |
| • Chairman, Division of Psychiatry | Dr Mandy Evans |
| • Chairman, Division of Emergency Medicine | Dr Andrew Singer |
| • Chairman, Division of Paediatrics | Dr Paul Jenkins |
| • Chairman Division of Surgery | Dr George Malecky |
| • Chairman Division of Intensive Care | Dr Imogen Mitchell |

as a committee which shall be known as the **CLINICAL PRIVILEGES COMMITTEE** of the Department of Health and Community Care

Dated this 29th day of March 2000

MICHAEL MOORE
MINISTER FOR HEALTH AND COMMUNITY CARE

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

HEALTH ACT 1993

APPOINTMENT OF CLINICAL ETHICS COMMITTEE

Pursuant to Section 7(c) of the Health Act 1993, I, MICHAEL MOORE, Minister for Health and Community Care, hereby appoint:

- Professor Paul Gatenby
- Ms Verity Bondfield
- Ms Beth Macauley
- Sue-Anne Redmond
- Dr Tom Faunce
- Professor Glen Gardner
- Rev David Oliphant
- Jeanette Coghlan
- Dr John Fuller
- Mr Vincent Sharmer
- Ms Elizabeth Grant
- Ms Kim Werner
- Mrs Manoa Renwick
- Dr Bruce Wilson
- Mr John Seymour
- Ms Lexie Brans

as a committee which shall be known as the **CLINICAL ETHICS COMMITTEE** of the Department of Health and Community Care

Dated this 23rd day of March 2000

MICHAEL MOORE
MINISTER FOR HEALTH AND COMMUNITY CARE

GOVERNMENT NOTICES (Continued)**ACT GOVERNMENT
PLANNING AND LAND MANAGEMENT GROUP****DRAFT VARIATIONS NO.118 AND 159 TO THE TERRITORY PLAN
FOR THE HERITAGE PLACES REGISTER**

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.118** proposes placing the Yarralumla Brickworks and a Federal Capital Commission Type 15 House in Forrest on the Heritage Places Register; and
- **draft Variation No.159** proposes placing the Albert Hall, Yarralumla on the Heritage Places Register.

Under the provision of section 11 of the *Land (Planning and Environment) Act 1991* (the Land Act), these draft Variations have no interim effect as prescribed by section 9 of the Land Act.

From Monday 17 April 2000 until Monday 8 May 2000, copies of both draft Variations may be:

- inspected at 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>

Written comments on the draft Variations should be submitted, by **Monday 29 May 2000**, 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.**

Copies of all written comments received in response to the draft Variations, including those from the National Capital Authority (NCA), will be made available for public inspection during normal office hours from Tuesday 30 May 2000 until Tuesday 20 June 2000, at the PALM Shopfront in Dame Pattie Menzies House, 16 Challis Street, Dickson. Any comments received from the NCA after Tuesday 30 May 2000 will be available for perusal for 21 days from the date of receipt.

