



Australian Capital Territory

Gazette

No. 17, Thursday 27 April, 2000

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

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

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

Purchasing and Subscriptions

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

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EMPLOYMENT

ACT Public Service

General Information

Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

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

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

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

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

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

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

* if still employed in that temporary job; and

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

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

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

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

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

Vacancies

DEPARTMENT OF HEALTH AND COMMUNITY CARE

**Office of Community and Health Services
Complaints Commissioner - ACT
Complaints Officer (2 positions)
Administrative Service Officer Class 5.
\$40,598-\$43,048
PN: 29627 & 29628**

Applications close: 11 May 2000

Duties: The Complaints Officer assesses complaints about health, disability and aged care services, provides information and advice to consumers, assists consumers and providers to resolve complaints, and assists with quality improvement and community education projects.

Eligibility/other requirements: Appropriate tertiary qualifications in a health or human service field desirable.

Contact Officer: Louise Edgar (02) 6205 2222
Selection Documentation: Lorena Jadric (02) 6205 2222

Apply: 36
CC: 148-9011-17782

THE CANBERRA HOSPITAL

**Deputy CEO Corporate
Administrative Services Officer Class 4
\$35,685 - \$38,745, Canberra
(PN. 23012 Expected Vacancy)**

Closing date: 11 May

Duties: Manage the office of the Deputy Chief Executive, Corporate responsibility for:

- Examining incoming correspondence and initiate appropriate action
- Screen and classify inward telephone calls
- Attend to and take appropriate action on enquires relating to Executive functions
- Register, classify and index files
- Manage the appointment diary

Provide high level administrative and secretarial assistance to the Deputy Chief Executive, Corporate.

EMPLOYMENT (Continued)

Eligibility/other requirements: Administrative and secretarial skills of a high order. High level keyboard and document production skills important.

Contact Officer: Mr Gordon Lee Koo
(02) 6244 2608
Selection documentation may be obtained from Helen Van Wyck (02) 6244 2608
Apply: 16
CC: 148-9010-16875 (1327)

**Women and Children's Health SMT
Department of Neonatology
Administration Officer Class 2
\$28,110 - \$31,171, Canberra (PN. 28749)**

Closing date: 11 May 2000
Duties: Plan and Co-ordinate follow up program for the Department of Neonatology including making appointments, confirming attendance, contact tracing, administrative assistance at clinics, coordinating assessments by various health professionals, and liaising with other health providers. Maintain statistics and update databases for departmental and program audit.

Contact Officer: Karen Cook (02) 62443258 or Chris Bulters (02) 6244 3128
Selection documentation may be obtained from Human Resource Management Group (02) 6244 2566
Apply: 16
CC: 148-9010-16875 (2133)

**Nursing Branch
Women and Childrens SMT
Maternity/Gynaecology
Registered Nurse Level 4.2 \$59,484, Canberra
(PN 20637)**

Closing date: 11 May 2000
Duties: With the appropriate Medical Director, be responsible for the efficiency of the clinical specialty and the coordination of operational management of nursing staff within that specialty; be part of the Women and Childrens Executive and contribute to the overall management of the SMT.
Eligibility/other requirements: Eligible for registration as a General Nurse with the ACT Nurses Registration Board mandatory, eligible for registration as a Midwife with the ACT Nurses Registration Board highly desirable
Note: This is a temporary vacancy available for 12 months

Contact Officer: Rosemary O'Donnell
(02) 6244 3538
Selection documentation may be obtained from Human Resource Management Group (02) 6244 2257
Apply: 16
CC: 148-9010-16875 (2112)

**Nursing Branch
Women and Childrens SMT
Paediatrics/Neonatology
Registered Nurse Level 4.2 \$59,484, Canberra
(PN 20384)**

Closing date: 11 May 2000
Duties: With the appropriate Medical Director, be responsible for the efficiency of the clinical specialty and the coordination of operational management of nursing staff within that specialty; be part of the Women and Childrens Executive and contribute to the overall management of the SMT.
Eligibility/other requirements: Eligible for registration as a General Nurse with the ACT Nurses Registration Board mandatory
Note: This is a temporary vacancy available for 12 months

Contact Officer: Rosemary O'Donnell
(02) 6244 3538
Selection Documentation may be obtained from the Human Resource Management Group (02) 6244 2257
Apply: 16
CC: 148-9010-16875 2112

ACT COMMUNITY CARE

**Child, Youth and Women's Health Program
Breast Screening
Administrative Service Officer Class 2
\$28,110-\$31,171, Canberra
(PN. 22949,24527 & 22950)**

Closing date: 10 May 2000
Duties: The Child, Youth and Women's Health Program is seeking applications from interested individuals to work in the Breast Screening Unit located in the ACT Community Care Building Civic. These positions involve the operation of a computerised booking system and database with client reception and administrative duties. Experience in reception duties and administration desirable.
Note: 2 positions are expected vacancies.

Contact Officer: Debra Freer (02) 62053302
Selection documentation may be obtained from Debra Freer (02) 62053302
Apply: 21
CC: 148-9009-16863

CALVARY HOSPITAL INC.

**Executive
Calvary Administrative Officer 5
\$39,802 - 42,204, Canberra (PN. 8002)**

Closing date: 05/05/2000
Duties: Under general direction, provide a range of secretarial support services for the Chief Executive Officer and the Hospital's Board of Management.
Note: TTY 6201 6127

EMPLOYMENT (Continued)

Contact Officer: Margaret Mackenzie
 (02) 6201 6128
 Selection documentation may be obtained from
 Margaret Mackenzie (02) 6201 6128
 Apply: 07
 CC: 148-9094-17781

ACTION

**Corporate Services
 Human Resources
 Senior Officer Grade C, Manager
 Human Resources Canberra (PN. A20023)**

Closing date: 11 May 2000
Duties: Manage payroll processing functions, recruitment processes and establishment record keeping. The occupant will also be expected to provide high level advice to managers and employees on legislation requirements and to interpret and apply legislation and EBA conditions and exercise delegations. Manage the area of responsibility within budgetary constraints.
Eligibility: Proven ability to assist in the formulation, development and implementation of high level HR policies and procedures. Proven ability to undertake and manage an effective recruitment process. Sound commercial awareness and experience in its application to the HR function.

Contact Officer: Scott Pagan (02) 6207 7735
 Selection documentation may be obtained from
 Margaret McEwan (02) 6207 8068
 Apply: 08
 CC: 148-9027-17791

CHIEF MINISTER'S DEPARTMENT

**Corporate Development Corporate Services
 Senior Officer Grade C \$55,514-\$59,857 p.a.
 (PN: 43489), Canberra**

Closing Date: 11 May 2000
Duties: Manage and co-ordinate strategic budget development issues including the development of best practice departmental Purchase Agreement. Manage key departmental reporting requirements including departmental annual reports, estimate briefings FOI, PID and other corporate requirements as identified.
 NOTE: Interviews will be held week commencing 29 May 2000.

Contact Officer: Rob Bollard (02)62050370
 Selection documentation Carmen Cassar
 (02)62050610
 Apply: 06 or via email:
 recruitment.officer@act.gov.au
 CC: 148-9031-17429

**Business Support and Employment Business
 Information Services
 Manager Level 1 \$68,304 p.a. (PN: 55399)
 Canberra**

Closing Date: 11 May 2000
Duties: Provide direction and leadership to assist with the implementation of the ACT Government's private sector growth strategies. In particular, provide high quality business information services to the private sector through the ACT Business Gateway Internet and telephone operator services and manage the further development of Business Gateway as the portal for Government/business interactions.
 NOTE: The terms and conditions of this position will be regulated under an Australian Workplace Agreement.

Contact Officer: Geoff Keogh (02)62050596
 Selection documentation Liza Holroyd
 (02)62072599
 Apply: 06 or via email:
 recruitment.officer@act.gov.au
 CC: 148-9031-17299

**Business Support and Employment Business
 Assistance Programs
 Manager Level 1 \$68,304 p.a. (PN: 55204)
 Canberra**

Closing Date: 11 May 2000
Duties: Provide direction and leadership to assist with the implementation of the ACT Government's private sector growth strategies. In particular, provide a range of customer focussed business programs that meets the emerging needs of the ACT businesses and ensure that appropriate monitoring and feedback mechanisms are in place to protect the ACT Government's investments in business programs.
 NOTE: The terms and conditions of this position will be regulated under an Australian Workplace Agreement.

Contact Officer: Geoff Keogh (02)62050596
 Selection documentation Liza Holroyd
 (02)62072599
 Apply: 06 or via email:
 recruitment.officer@act.gov.au
 CC: 148-9031-17299

**Business Support and Employment
 Business and Employment Policy
 Manager Level 1 \$68,304 p.a. (PN: 13113)
 Canberra**

Closing Date: 11 May 2000
Duties: Provide direction and leadership to assist with the implementation of the ACT Government's private sector growth strategies. In particular, deliver high-level policy advice on business and employment issues to the ACT Government including management of the government's business advice mechanisms

EMPLOYMENT (Continued)

and the implementation of the ACT Government's Employment Strategy.
NOTE: The terms and conditions of this position will be regulated under an Australian Workplace Agreement.

Contact Officer: Geoff Keogh (02)62050596
Selection documentation Liza Holroyd (02)62072599
Apply: 06 or via email: recruitment.officer@act.gov.au
CC: 148-9031-17299

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

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.

**Children's, Youth and Family Services Division
Family Services Branch
Child Protection Services Section
Administrative Service Officer Class 6 or
Professional Officer Class 2 \$43846-50366,
Canberra (PN. 10167, expected vacancy)**

Closing date: 11 May 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 Branch 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 registration.

Contact Officer: Hazel Barron (02) 62071466
Selection documentation may be obtained from Dave Wheeler (02) 62071466
Apply: 12
CC: 148-9013-16917

**Sport and Corporate Resources Division
Bureau of Sport and Recreation Branch
Active Australia Section
Administrative Service Officer Class 6
\$43846-50366, Canberra (PN's. 43337, 13648)**

Closing date: 11 May 2000
Duties: Develop and implement industry development programs for the ACT sport and recreation industry in accordance with the Bureau's strategic plan. Manage Bureau projects of a high order and participate in the Bureau's liaison officer role with sport and recreation organisations.
Eligibility/other requirements: Relevant qualifications or experience desirable.
Note: One position available immediately with the possibility of a second position being available dependant on federal government funding.

Contact Officer: Sue Marriage (02) 6207 2068
Selection documentation may be obtained from the contact officer (02) 6207 2068
Apply: 12
CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY

**Division of Learning Services
Library and Learning Centre
Administrative Service Officer Class 3,
\$32,017 - \$34,554, Canberra (PN. 54254)**

Closing date: 11.5.00
Duties: Under general direction supervise the day to day operations of the library circulation system. Coordinate and prioritise the workloads and training of loans desk staff. Manage inter-library loans and assist clients with the use of the Centre resources and services.
Eligibility/other requirements: Ability to work one night shift per week during the academic year. Completion of, or progress towards, a diploma in Library Studies or equivalent is highly desirable.
Note: This position is for temporary employment or temporary transfer from as soon as possible until 8 September 2000.

Contact Officer: Julieanne Paulazzo (02) 6207 3372
Selection documentation may be obtained from Lisa Black (02) 6207 3473
Apply: 11
CC: 148-9024-17904

EMPLOYMENT (Continued)

**Office of the Chief Executive
Public Relations and Strategic Management Unit
Public Affairs Officer Grade 1 \$36,818 -
\$42,204, Canberra (PN. 55221)**

Closing date: 11.5.00

Duties: Major tasks of the position are the production of CITYbeat, CIT press releases and publications, CIT website updates, advice and activities concerned with the marketing of CIT and photography.

Eligibility/other requirements:
MANDATORY - Degree or Diploma in public relations, journalism or related area.

OTHER – Experience in public affairs work in a large organisation.

Note: This position is available for temporary transfer or temporary employment from ASAP for a period of eighteen months.

Contact Officer: Cecilia Burke (02) 6207 3746
Selection documentation may be obtained from Rebecca Kearns (02) 6207 3104
Apply: 11
CC: 148-9024-17904

**Division of Learning Services
Library and Learning Centre
Professional Officer Class 2 \$42,986-\$48,040,
Canberra (PN. 54587)**

Closing date: 11.5.00

Duties: Using professional knowledge and judgement and under the direction of the Senior Librarian Learning Resources and Systems, perform the duties of the CIT Library and Learning Centre Technical Services Librarian. The major responsibilities include: managing staff and routine functions of the Technical Services area; managing the routine operation and outputs of the Library Management System; liaison with external agencies and networks to ensure maintenance of bibliographical standards and the development of related procedures and practices to ensure the efficient and effective provision of information resources.

Eligibility/other requirements:
MANDATORY - A degree or diploma from an Australian tertiary institution, or a comparable overseas qualification together with training in Librarianship which qualifies for admission to Associate membership of the Australian Library and Information Association OR a recognised course of integrated study in Librarianship.

OTHER – An ability to work one shift per week.

Note: This position is available for temporary employment or temporary transfer from ASAP until 31 December 2000.

Contact Officer: Alison Storey (02) 6207 3606
Selection documentation may be obtained from Lisa Black (02) 6207 3473
Apply: 11
CC: 148-9024-17904

**Division of Corporate Services
Finance Unit
Senior Officer Grade C \$54,425-\$58,683,
Canberra (PN. 54857)**

Closing date: 11.5.00

Duties: Manage the statistics function within CIT, which includes responsibility for external reporting obligations and internal reporting requirements, and support the continuing development, implementation and maintenance of the CIT Profile and Budget Model.

Eligibility/other requirements: Appropriate qualifications, knowledge and experience relevant to the position desirable.

Contact Officer: Peter Kowald (02) 6207 3397
Selection documentation may be obtained from Connie Ciuffetelli (02) 6207 3404
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
Belconnen Remand Centre
Indigenous Liaison Officer
Administrative Service Officer Class 5;
\$39,802 - \$42,204, Canberra (PN 43422)**

NOTE: This position is part time of 15 hours per week

Closing date: 11/5/00

Duties: Provide liaison services for Aboriginal and Torres Strait Island detainees at the Belconnen Remand Centre. Liaise with government and non-government legal, health and welfare bodies providing services to Indigenous persons held in custody and assist Indigenous detainees to access these services. Eligibility/other requirements: Aboriginality is considered essential (Section 42, Discrimination Act 1991). Current ACT/NSW drivers licence and tertiary qualifications in social/behavioural sciences or welfare considered highly desirable.

Contact Officer: Gordon Collins (02) 6207 0797

EMPLOYMENT (Continued)

Selection documentation may be obtained from
 Jeanette Atkins (02) 6207 0853
 Apply: 28
 CC: 148-9012-16898

EMERGENCY SERVICES BUREAU

**ACT Ambulance Service
 Ambulance Operations
 Manager, Operations \$51425 - \$54425, Canberra
 (PN. 21961)**

Closing date: 12.5.00

Duties: Under limited direction, manage the operations of the ACT Ambulance Service (ACTAS) and allocated portfolios on a day to day basis. Maintain knowledge of current issues in the broader ambulance arena and provide authoritative advice on ambulance operational issues to ensure appropriate strategic planning and decision making. Manage the material resources within ambulance operations and related facilities to meet the functional and operational needs of the service. Undertake the responsibilities of Duty Manager. Liaise with other emergency services operational managers. Ensure all ambulance requests are responded to in accordance with agreed policies, procedures and standards. Examine, evaluate, develop and implement policy and procedure. Collect, monitor and assess performance against indicators. Monitor skill levels of operational staff. Assist in the development of annual operational budgets. Prepare ministerials, contribute to the maintenance of high morale, ensure active compliance with OH&S, EEO and ID.

Eligibility/other requirements: Qualifications and experience as an ambulance officer in an ambulance operational and managerial environment. Current full ACT drivers licence CA standards, or equivalent.

Note: The position is to be considered by a Joint Selection Committee

Contact Officer: Ken Paulsen (02) 62078383
 Selection Documentation: Sue Faulkner (02) 62079982
 Apply: 13
 CC: 148-9007-16846

DEPARTMENT OF URBAN SERVICES

**Corporate Group
 Communications Unit**

Public Affairs/Communications Officer
 Full-time/part-time position

Closing date: 11/5/2000

Duties: The Communications Unit is seeking a suitably qualified enthusiastic person to join its team. The Unit is responsible for advising and managing public relations and communication functions for the diverse group of businesses that make up the Urban Services department.

The successful applicant would have a high level of written and oral communication skills, the ability to develop effective networks with internal and external clients, proven experience in managing media issues, an understanding of the processes of government and the ability to work under pressure in a busy team environment.

Eligibility/other requirements: A degree or diploma not essential, but preferable in communications, public relations, journalism or related disciplines and/or demonstrated experience in a public relations, newspaper, television or public affairs environment.

Note: This position is available for temporary filling for a term of up to 2 years. It will be filled on a full-time or part-time basis. The salary will be negotiated depending on relevant skills and experience, within the Public Affairs Officer Grade 2 level (\$45,671 TO \$51,899).

Contact Officer and Selection documentation:
 Natalie Soltyszewski (02) 62076357
 Apply: 34
CC: 148-9017 17086

Corporate Group

Human Resources Corporate Section

**Occupational Health and Safety Adviser
 Administrative Service Officer Class 6
 \$43,846-\$50,366, Canberra (PN.12191)**

Closing date: 11/5/2000

Duties: Co-ordinate the provision of advice to managers, health and safety committees and representatives and other employees on prevention of injury and illness in the workplace. Ensure that all staff in the agency are aware of the requirements of the OH&S legislation and of their roles in creating and maintaining a safe and healthy workplace. Monitor, analyse and provide reports on accident data to senior management to assist in the development of injury prevention strategies. Eligibility/other requirements: Tertiary qualifications in Occupational Health and Safety or a related field and eligibility for membership of a relevant professional organisation, such as the Safety Institute of Australia, desirable.

Note: Applicant should address the Selection Criteria and the Knowledge, Skills and Experience component in the Job Description.

Contact Officer: John Mikus (02) 62075855
 Selection documentation may be obtained from:
 Norm Dorrington (02) 62073667
 Apply: 34
 CC: 148-9017 16954

EMPLOYMENT (Continued)

Injury Management Officer

Administrative Service Officer Class 6
\$43,846-\$50,366, Canberra (PN. 33445)

Closing date: 11/5/2000

Duties: Assist with the management of the Injury Prevention and Management Team. Assist with the development, implementation and evaluation of injury management and related strategies and policies. Provide advice and assistance with AAT and Common Law action. Provide advice and assistance to managers on the more complex compensation and non-compensation cases and related issues. Eligibility/other requirements: Qualifications and/or experience in injury management case work.

Note: Applicants should address the Selection Criteria and the Knowledge, Skills and Experience component in the Job Description.

Contact Officer: John Mikus (02) 62075855
 Selection documentation may be obtained from:
 Norm Dorrington: (02) 62073667
 Apply: 34
CC: 148-9017 16954

Strategic H.R. Policy Officer
Administrative Service Officer Class 6
\$43,846-\$50,366, Canberra (PN. 2474)

Closing date: 11/5/2000

Duties: Develop the strategic human resource policy framework for Urban Services. Consolidate and document existing policies and guidelines. Investigate the possibility of disseminating HR information electronically. Eligibility/other requirements: Tertiary qualifications in Human Resources, or progress towards these, highly desirable.

Note: Applicants should address the Selection Criteria and the Knowledge, Skills and Experience component in the Job Description.

Contact Officer: John Mikus (02) 62075855
 Selection documentation may be obtained from:
 Norm Dorrington (02) 62073667
 Apply: 34
CC: 148-9017 16954

Workplace Relations and Mediation Officer
Administrative Service Officer Class 6
\$43,846-\$50,366, Canberra (PN. 3336)

Closing date: 11/5/2000

Duties: Prepare industrial relations cases, assistance with advocacy and general work in relation to professional industrial relations practices. Assist with research into strategic employee relations issues, such as discipline, grievance and inefficiency. Provide on-going advice and support in relation to Enterprise Bargain Agreements and Australian Workplace Agreements.

Eligibility/other requirements: Tertiary qualifications in Human Resources, or progress towards these, or relevant experience in industrial relations or mediation highly desirable.

Note: Applicants should address the Selection Criteria and the Knowledge, Skills and Experience component in the Job Description.

Contact Officer: John Mikus (02) 62075855
 Selection documentation may be obtained from:
 Norm Dorrington (02) 62073667
 Apply: 34
CC: 148-9017 16954

Workforce Planning Project Officer
Administrative Service Officer Class 6
\$43,846-\$50,366, Canberra (PN. 3334)

Closing date: 11/5/2000

Duties: Develop workforce planning strategies and implementation of these in a fee-for-service environment. Report on the departmental benchmarking program on a quarterly and annual basis. Analyse and report on HR issues, including unscheduled absence rates, workers' compensation rates and the workforce profile across Urban Services.

Eligibility/other requirements: Knowledge of, and extensive experience in Cognos Powerplay data applications highly desirable.

Note: Applicants should address the Selection Criteria and the Knowledge, Skills and Experience component in the Job Description.

Contact Officer: John Mikus (02) 62075855
 Selection documentation may be obtained from:
 Norm Dorrington (02) 62073667
 Apply: 34
CC: 148-9017 16954

Environment ACT
Resource Management Section
Senior Officer Grade B \$64,307-\$72,393,
Canberra (PN. 38765)

Closing date: 11/5/2000

Duties: Under broad direction, plan, coordinate and manage the work of the Business Unit in the provision of services to Environment ACT, including the functions of: Budgets and Financial Services; Human Resource Management and Industrial Relations; Ministerial Coordination; Reporting against outputs; Purchaser function, including Information Management and Geographic Information System; Contracts and Asset Management.

Eligibility/other requirements: Tertiary qualifications in Business Management, or equivalent experience.

Note: This position is available for up to 18 months.

Contact Officer: Mike Roberts (02) 62072228 or mike.roberts@act.gov.au

EMPLOYMENT (Continued)

Selection documentation may be obtained from
 Nina Churchward (02) 62076147 or
 nina.churchward@act.gov.au
 Apply: 34
 CC: 148-9028 17030

Operations Group
ACT Forests
Finance and Administration Section
Administrative Service Officer Class 6
\$42,986-\$49,378, Canberra
(PN. 3027, Expected Vacancy)

Closing date: 11/5/2000
 ACT Forests manages Canberra's 16,000 ha of
 pine plantations and supplies timber to local
 and export markets.

ACT Forests is looking for a skilled and
 motivated person to fill the role of Senior
 Finance Officer in a small finance team. The
 team provides a range of corporate services to
 ACT Forests operational areas including:

- Business advice to management
- Insurance, legal and contracting
 services
- Financial and management accounting
- Accounts payable and purchasing,
 accounts receivable,
- Banking and cash management
- Infrastructure services including light
 vehicles, information technology, voice
 communications, accommodation, fuel
 and chemical inventory,

Reporting to the Finance Manager, the Senior
 Finance Officer will undertake a range of duties
 including budgeting and financial reporting,
 financial analysis, financial systems and IT
 management, banking and cash management,
 taxation.

ACT Forests offers a pleasant work environment
 in Stromlo Forest on the western outskirts of
 Canberra with opportunities for development
 and advancement for the successful applicant.
 Eligibility/other requirements: Relevant
 training/qualifications in accounting and
 information systems would be an advantage.
 Current driver's licence.

Contact Officer and Selection documentation:
 Michael Trushell (02) 62072537 or
 michael.trushell@act.gov.au
 Apply: 34
 CC: 148-9029 16940

Operations Group
City Operations Branch
CityScape Services Section
Administrative Service Officer Class 6
\$42,986-\$49,378, Canberra (PN. 25522/25860)

Closing date: 11/5/2000
Duties: Under limited direction, manage and
 coordinate the CityScape client operations
 covering activities such as horticulture and tree
 management, pest control and cleaning. Assist
 with the development of tender documents,
 policies, procedures and guidelines. Provide
 input into the CityScape budget process,
 business planning and work programs, prepare
 quotations and assist with contract
 negotiations.

Eligibility/other requirements: Tertiary
 qualifications in business or land management,
 and/or extensive experience in urban space
 horticultural management highly desirable.

Contact Officer: Phil Grace (02) 62072285
 Selection documentation may be obtained from
 Peter Maleganeas (02) 62072820
 Apply: 34
 CC: 148-9015 17777

Appointments

ACT COMMUNITY CARE

Senior Professional Officer Grade C
\$54,425-\$58,683
 Louise Freebairn: 740-98426,
 Section 68(1) & 70(1), 12 April 2000.
 CC: 148-9009-16863

Administrative Service Officer Class 4
\$35,685-\$38,745
 Allan Bendall: 740-90010, Section 68(1) & 70(1),
 14 April 2000
 CC: 148-9009-16863

Administrative Service Officer Class 5
\$39,802-\$42,204
 David Brown: 702-87764, Section 68(1) & 70(1),
 30 March 2000
 CC: 148-9009-16863

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Building Services Officer 1 \$25924-26940
 Rodney James Austin: 751-79076, Section
 68(1), 13/04/00
 CC: 148-9013-16917

EMPLOYMENT (Continued)

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Service Officer Class 5;
\$39,802 - \$42,204

Peter Christopher Downie:747-85664, Section 68,
 18/4/00
 CC: 148-9012-16898

DEPARTMENT OF URBAN SERVICES

Senior Officer Grade A \$76,179

David Handley: AGS No 754-17695, Section 68(1),
 17/4/2000
 CC: 148-9023 17217

DEPARTMENT OF TREASURY AND INFRASTRUCTURE

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

Christine White, 735-12357, Enter Section 68,
 04/04/2000
 CC: 148-9042-17176

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

EMPLOYMENT (Continued)

the parties to an appeal. The definition of efficiency is set out in subsection 85 of the PSMA, which states:

- (2) For the purpose of forming an opinion as to the most efficient of the officers concerned, the Committee shall have regard to:
- (a) the abilities, qualifications, experience, standard of work performance and personal qualities of each officer, to the extent that the Committee considers that those matters are relevant to the performance of the duties of the office; and
 - (b) if and only if the Chief Executive who made the promotion has indicated that, for the purpose of forming an opinion under section 83, the Chief Executive had regard to the potential of officers for further career developments in the Service, or the ability of officers to perform the duties of other offices in the Department of the same or equal classification-that matter.
- (3) A reference in subsection (2) to the abilities, qualifications, experience, standard of work performance and personal qualities, potential for further career development in the Service, or ability to perform the duties of other offices in a Department is, in relation to an officer who is a returned soldier or who is or has been absent on specified defence service, a reference to the abilities, qualifications, experience, standard of work performance, personal qualities, potential for future career development in the Service, or ability to perform the duties of the offices concerned that, in the opinion of the Committee, the officer would have had but for the absence of the officer on active service or on specified defence service.

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

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

- * available written reports and oral feedback explaining the selection, especially the comparison between you and the promotee.
- The PAC will consider the appeal only on the basis of who is the **more efficient**. PACs should not be used as a forum to air grievances about how a selection was conducted. If you decide to appeal, you must comply with the following instructions.

FORM OF APPEAL

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

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

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

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.

EMPLOYMENT (Continued)

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

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

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

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

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

The departmental statement will be available for you to see in the promoting department, generally at least seven (7) days before the date scheduled for the appeal hearing. It is up to you to seek access, but the department should advise you (and the other parties) when and where the statement is available for viewing. The statements of parties are available at the MPC generally at least seven (7) days prior to the hearing date, and you should telephone the MPC to make an appointment to view them, once you have submitted your own statement.

The responsibility for seeking access rests with each party, and PAC hearings will not be deferred if you fail to exercise your right of access. If for very good reason (e.g. geographical distance, illness etc.) you are unable to visit the MPC office, alternative access arrangements may be possible, and you should discuss this with MPC staff. You may take notes, but may not photocopy or retain material.

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

CONTENT OF STATEMENTS

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

- (a) at the top:
 - (i) PAC reference number;
 - (ii) full name;
 - (iii) both your private and work address and telephone number. If you do not wish this information to be available to other parties it

should be included with your statement in a severable sheet which clearly indicates that it is to be kept confidential;

(iv) date of permanent appointment; and
(v) educational and other qualifications.

- (b) the names and telephone numbers of your supervisor and any other referee(s) (see section below for further advice on who should be nominated);

(c) a brief outline of your employment history;

(d) a statement of claims to the position addressing the selection criteria;

(e) any views you may have about the departmental assessment of you;

and most importantly:

(f) reasons for your claim that you are more efficient than the other party or parties.

If you feel it is necessary to make any unfavourable comments about a party to the appeal, you should include these comments in your written statement. Parties to an appeal must have an opportunity to comment on any unfavourable observations.

You should also note that your statement should not include material that breaches privacy requirements or any similar legislation.

PAC PROCEDURES

The PAC does not have to interview all or any of the parties to an appeal. Therefore, you should not rely on being granted an interview as the main opportunity to make your case. You should instead state your case as fully and as openly as possible in your written statement. If a PAC decides that parties are to be interviewed, you will be advised as early as possible of the date and place, usually through the recruitment/personnel area of your department.

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

EMPLOYMENT (Continued)

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

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

If the PAC decides that it needs more information, it may also contact the department, any of the parties to the appeal, or referees or supervisors of the parties.

SUPERVISORS/REFEREES

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

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

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

B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

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

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

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

An applicant must provide the following details:

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

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

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

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

Note that the review process is not a means by which the merits of applicants for a promotion 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

Health Outcomes and Service Performance Health Economics

Jane Boke 748-28281

From: APS Level 5 \$43,440-\$46,768
Department of Family and Community Services
To: Administrative Service Officer Class 5
\$40,598-\$43,048
Department of Health and Community Care
Canberra (PN. 14944)

EMPLOYMENT (Continued)

(Gazette No. 5, 3 February 2000)

This deemed promotion/transfer is made as an appointment under section 115 of the Public Sector Management Act 1994.

CC: 148-9011-16888

Health Outcomes and Service Performance Hospital Contracts and Performance

Catherine Cross 735-15335

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

Department of Health and Community Care

To: Administrative Service Officer Class 6
\$43,846-\$50,366

Department of Health and Community Care
Canberra (PN. 21877)

(Gazette No 10, 9 March 2000)

CC: 148-9011-16888

Community and Health Services Complaints Commissioner

Robyn Louise Edgar 735-15945

From: Administrative Service Officer Class 6
\$43,486 – \$50,366, Community and Health
Services

Complaints Commissioner's Office

To: Senior Officer Grade C \$55,514 – \$59,857
(PN.23778)

CC: 148-9011-17782

THE CANBERRA HOSPITAL

Deputy Chief Executive - Corporate Human Resource Management Group

Vicki Ollenich: 261-48927

From: Administrative Service Officer Class 4
\$35,685-38,745

The Canberra Hospital

To: Administrative Service Officer Class 5
\$39,802-42,204

Human Resource Management Group, The
Canberra Hospital, Canberra (PN. 29817)
(10 February 2000)

CC: 148-9010-16875 1312

ACT COMMUNITY CARE

Integrated Health Care Program Intake Assessment Unit

Kathleen Ann Atkinson: 740-90977

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

ACT Community Care

To: Registered Nurse Level 3 \$47,110-\$50,147
Intake Assessment Unit ACT Community Care,
Canberra (PN. 22594) (16 February 2000)

CC: 148-9009-16863

CHIEF MINISTER'S DEPARTMENT

Office of Information Technology and Multimedia

M. Mathieson 715-78854

From: AQIS Band 3, Level 7 \$56,703-\$61,139p.a
From: Department of Agriculture,
Fisheries and Forestry

Senior Officer Grade B \$65,593-\$73,841p.a.
Chief Minister's Department (Canberra)

(PN: 55370)

Gazette No: 10 (9 March 2000)

Note: This promotion is made as an
appointment under section 115 of the Public
Sector Management Act 1994 and is a deemed
promotion.

CC: 148-9031-17208

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Ministerial & Corporate Services Chief Executive Office

Lynda Barwick: 738-48897

From: Administrative Service Officer Class 4
\$35,685 - \$38,745

Department of Justice & Community Safety
Administrative Service Officer Class 4

\$39,802 - \$42,204

To: Ministerial & Corporate Services,
Department of Justice & Community Safety ,
Canberra

(PN 43414)

(50 16/12/00)

CC: 148-9012-16911

Ministerial & Corporate Services Law Library

Shirley Locke: 504-17007

From: Administrative Service Officer Class 2
\$28,110 - \$31,171

Department of Justice & Community Safety

To: Administrative Service Officer Class 3

\$32,017 - \$34,554

Ministerial & Corporate Services, Department of
Justice & Community Safety, Canberra

(PN 42763)

10 9/3/00)

CC: 148-9012-16911

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.

**Corporate Group
ACT Registry**

J. R. Sheard: AGS No 336-66810

From: Administrative Service Officer Class 6
\$43,846-\$50,366
Urban Services
To: † Senior Officer Grade C \$55,514-\$59,857
ACT Registry Urban Services, Canberra
(PN. 43052) (Gazette No. 4, 27/1/2000)
CC: 148-9017 17032

**Operations Group
City Operations Branch
Road User Services Section**

D. Sollazzo: AGS No 747-49866

From: Administrative Service Officer Class 2
\$28,672-\$31,794
Urban Services
To: Administrative Service Officer Class 3
\$32,657-\$35,245
Road User Services Section Urban Services,
Canberra (PN. 10834) (PS37, 16/9/1999)

Note: This position was advertised as several.
In accordance with current EBA provisions,
appeals must be received at the Personnel
counter on Level 1 Annexe Macarthur House 12
Wattle Street Lyneham by close of business on
the 7th day after notification in the Gazette.
CC: 148-9015 17013

**ACT Public Service Index of
addresses**

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

- 17 Resource Advisor, Business Services
Bureau, Department of Health and
Community Care, PO Box 11, Woden
ACT 2606
- 18 The Administrative Officer, Legislative
Assembly for the ACT, GPO Box 1020,
Canberra ACT 2601
- 20 Administrative Officer, Health Protection
Service, Locked Bag 5, Weston Creek
ACT 2611
- 21 Recruitment Officer, ACT Community
Care, GPO Box 825, Canberra City ACT
2601
- 23 Administrative Officer, Central Office,
Department of Health and Community
Care, GPO Box 825, Canberra City ACT
2601
- 28 Recruitment Officer, Human Services
Unit, Department of Justice and
Community Safety, PO Box 921, Civic
Square ACT 2608
- 30 The Secretary, Milk Authority of the ACT,
GPO Box 1110, Canberra ACT 2601
- 31 The Recruitment Officer, Auditor-
General's Office ACT, PO Box 275 Civic
Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226,
Civic Square ACT 2608
- 34 Applications Officer, Urban Services,
GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of
Treasury and Infrastructure, GPO Box
158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer
Community and Health Services
Complaints Commissioner's Office,
GPO Box 1321, Canberra ACT 2601.

GAZETTE INFORMATION

ISSUE OF ACT SPECIAL GAZETTES

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

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

Gazette Number	Date	Title
S12	19 April	Medical Practitioners Registered in the ACT under the <i>Medical Practitioners Act 1930</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 under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Water Resources Act 1998</i>	Determination of Fees.	No. 116 of 2000
<i>Public Place Names Act 1989</i>	Revoking the name Reed Street in the Division of Greenway and replacing it with Reed Street North and Reed Street South in the Division of Greenway.	No. 117 of 2000
<i>Tenancy Tribunal Act 1994</i>	Commercial and Retail Leases Code of Practice Variation.	No. 118 of 2000

NOTIFICATION OF THE MAKING OF A REGULATION

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 Regulation made	Description of Regulation	Number and year of Regulation
<i>Epidemiological Studies (Confidentiality) Act 1992</i>	Epidemiological Studies (Confidentiality) Regulations Amendment	No. 19 of 2000

GOVERNMENT NOTICES (Continued)

Corrigendum

Public Sector Management Standards 4, 5 and 6 of 1999 were gazetted on 10 February 2000. Paragraph 6(1)(c) of the *Subordinate Laws Act 1989* requires that subordinate laws are laid before the Legislative Assembly within 6 sitting days after the day of notification in the Gazette. This did not occur. Subsection 6(6) of the *Subordinate Laws Act 1989* provides that if a subordinate law is not laid before the Legislative Assembly within the prescribed time, it ceases to have effect. Accordingly, Management Standards 4, 5 and 6 of 1999 ceased to have effect at the expiry of 2 March 2000.

Standards 4 and 5 will be replaced with new Standards made retrospectively from 3 March 2000. Management Standard 6 of 1999, which dealt with one-off payments for work on New Year's Eve, will not be re-made.

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. 5 of 2000
<i>Public Sector Management Act 1994</i>	Management Standards	No. 6 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:

Organisation	Brief Description of Activity	Location
Canberra Tourism and Events Corporation	Motorsports FAI Rally of Canberra	Stromlo Forest, Exhibition Park in Canberra, and the Pipeline Access Road

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 18th day of April 2000
Environment Management Authority

Environment ACT

Water Resources Act 1998

Water Allocation

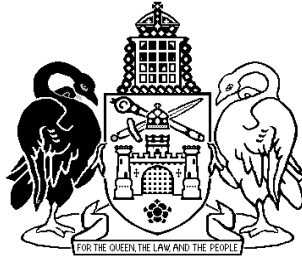
Notice is hereby given that the following water allocations have been granted by the Minister under Section 28 (6) of the Act.

Allocation Holder	Address	Volume (ML)	Source (sub catchment)
Canberra Vineyards Manager, BRL Hardy Limited	PO Box 374 Hawker	50	Kambah
ACT Equestrian Association	PO Box 4 Curtin	2	Woden

Copies of allocation 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 18th day of April 2000
Environment Management Authority

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

OCCUPATIONAL HEALTH AND SAFETY ACT 1989

DECLARATION

Under Section 39(2) of the ACT *Occupational Health and Safety Act 1989*, I declare that, an application by Boulderstone Hornibrook Pty Ltd Section 39 of the *Act* applies to the refurbishment site at the Treasury Building, Newlands Street, PARKES ACT.

Jocelyn Plovits
Registrar
ACT WorkCover

Date: 13 April 2000

GOVERNMENT NOTICES (Continued)

ACTFB PROMOTIONS

I, Ian Mountford Bennett, Acting Fire Commissioner, hereby promote the following members under Section 29(1) of the Fire Brigade (Administration) Act 1974.

These promotions are provisional and may be subject to appeal under Section 33 of the Act. Members of the Brigade who wish to lodge an appeal against these provisional promotions may obtain written information on the appeal process by contacting the Recruitment Officer at ACT Emergency Services Bureau Headquarters, 123 Carruthers Street, Curtin or by telephoning (02) 6207 8418 during business hours.

The only ground for appeal is greater efficiency. Appeals must be lodged by 4:51pm on the fourteenth day after the date of this Gazette with the Convenor, ACT Fire Brigade Promotion Appeals Committee, Merit Protection and Review Agency, Level 3, 65-67 Constitution Avenue, Campbell ACT 2601.

Number	Name & Init	Promoted From	Promoted To	Effective Date
333-70067	Raymond James BOX	2 nd Class Firefighter	Senior Firefighter	31 March 2000

I M Bennett
Acting Fire Commissioner

19 April 2000

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) ACT 1991

NOTICE OF CORRECTION OF ERROR IN SECTION MASTER PLAN FOR O'CONNOR SECTION 41

On 14 October 1999 the Minister for Urban Services, Mr Brendan Smyth MLA, approved the Master Plan for O'Connor Section 41.

The approved Master Plan was subsequently found to contain a formal error, relating to Setbacks, which occurred during the final drafting of the document.

The correction of the formal error has been endorsed by the Minister for Urban Services, and the Master Plan documents for that Section amended accordingly.

Copies of the amended Master Plan documents for O'Connor Section 41 are available at the PALM Shopfront at Dame Pattie Menzies House, 16 Challis Street Dickson, ACT 2601.

Lincoln James Hawkins

13 April 2000

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

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notice of Declaration of Public Roads – Division of Dunlop.	No. R18/00 of 2000
<i>Public Roads Act 1902 (NSW)</i>	Notice of Declaration of Public Roads – Divisions of Garran and Nicholls.	No. R19/00 of 2000

PRIVATE NOTICES

NOTICE OF INTENDED DISTRIBUTION OF ESTATE

Any person having any claim upon the estate of **WARREN STANLEY JOB DE SMET** late of 64 Coranderrk Street, Reid in the Australian Capital Territory who died on 16 September 1999, must send particulars of his claim to the executor **HOWARD WILLIAM JAMES DE SMET** care of Bradley Allen, Solicitors, GPO Box 240, Canberra in the Australian Capital Territory, within one calendar month from publication of this notice. After that time the executor may distribute the assets of the estate having regard to only the claims of which at the time of distribution he has notice. Probate was granted in the Australian Capital Territory on 29 November 1999.

