



Australian Capital Territory

Gazette

No. 18, Thursday 4 May, 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

ACT COMMUNITY CARE

Disability Program

**Disability Support Officer Level 3,
\$41,963-\$44,557, Canberra (PN. 28865)**

Closing Date: 18 May 2000

Duties: The Disability Program is seeking applications from individuals to work as a Support Manager to plan, facilitate and evaluate a diverse range of activities for people with disabilities. Activities are aimed at enhancing skill development, recreation and leisure and optimising overall wellbeing.

The Support Manger will be responsible for: Planning, supporting and providing advice on skill development for clients which may include activities of daily living, recreation and leisure. Reviewing client needs, planning and evaluating individual support and other services against Disability Service Standards, 1994. Planning and managing resources including human resources, finances, facilities and equipment.

Providing leadership and promoting a commitment to high quality customer service principles, practices and attributes.

Eligibility/other requirements: Diploma Level studies in Disability Services or equivalent qualification; or demonstrated knowledge, skills, attitudes and experience related to disability support.

Contact Officer: Lynne Grayson (02) 6207 6424
Selection documentation may be obtained from (Answering Machine) (02) 6205 0971

Apply: 21

CC: 148-9009-16863

Alcohol and Drug Program

The Alcohol and Drug Program has recently been reconstructed to provide better access and a more integrated service for consumers. As part of this restructure two Regional Manager positions were created. These positions are now expected to become vacant and be available for appointment.

EMPLOYMENT (Continued)

**Alcohol and Drug Program Regional Manager
Senior Professional Officer Grade C/ Senior
Officer Grade C \$54,425-58683, Registered
Nurse Level 4.2, \$59,484 Canberra (PN
Several)**

Closing Date: 18 May 2000

Duties: The regional manager is responsible for overseeing all activities within a defined geographical area. Duties including managing casework activities, staff supervision, coordinating the provision of high quality client services, monitoring work flow and coordinating and allocating resources. The regional teams will provide a range of alcohol and other drug services.

Note: These are multi-classified positions to be filled at either SPOC, SOC or ADON level.

Contact Officer: Julie Perrin (02) 62050947
Selection documentation may be obtained from Tanya Woods (02)62052121

Apply: 21

CC: 148-9009-16863

**Administrative Service Officer Class 6,
\$42,986-49,387, Professional Officer Class 2,
\$42,986-48,040, Registered Nurse Level 2,
\$42,723-45,423 Canberra (PN Several)**

Closing Date: 18 May 2000

Duties: These positions involve undertaking a full range of client related activities incorporation assessment, client planning and health promotion. Knowledge and experience is required in alcohol and other drug related issues and counselling techniques in addition to a commitment to central Program philosophies. The position also requires a basic knowledge of physical and health implications in relation to alcohol and other drug use.

Note: these are multi-classified positions to be filled at either PO2, RN2 or ASO6 level.

Contact Officer: Julie Perrin (02) 62050947
Selection documentation may be obtained from Tanya Woods (02) 62052121

Apply: 21

CC: 148-9009-16863

CALVARY HOSPITAL INC.

Executive

Quality Development

**Calvary Administrative Officer 6
\$42,986 - 49,378, Canberra (PN. 8627)**

Closing date: 11/05/2000

Duties: Working under broad general direction, manage a service enhancement project.

Note: Part time, 38 hours per fortnight, temporary for a period of seven months.
TTY 6201 6127

Contact Officer: Judith Manning (02) 6201 6107
Selection documentation may be obtained from Judith Manning (02) 6201 6107

Apply: 07
CC: 148-9094-17781

Medical Services Social Work

**Calvary Professional Officer 2 \$42,986 - 49,378,
Canberra (PN. 9008)**

Closing date: 18/5/2000

Duties: Undertake a clinical caseload from the mental health area of Calvary Hospital.
Eligibility/other requirements: An appropriate Degree or Diploma in Social Work and eligibility for AASW membership.

Note: Expected vacancy TTY 6201 6127

Contact Officer: Fiona Baillie (02) 6201 6310
Selection documentation may be obtained from Di Davey (02) 6201 6310

Apply: 07

CC: 148-9094-17781

Administrative Services

Finance

**Calvary Administrative Officer 2
\$28,110 - 31,171, Canberra (PN. 8656)**

Closing date: 18/5/2000

Duties: Provide administrative relief as directed in various departments of Calvary Hospital.
Eligibility/other requirements:

Note: TTY 6201 6127

Contact Officer: Eileen Muscat (02) 6201 6010
Selection documentation may be obtained from Eileen Muscat (02) 6201 6010

Apply: 07

CC: 148-9094-17781

THE CANBERRA HOSPITAL

Clinical Support

Pharmacy Services

**Professional Officer Class 2 \$42,986 - \$48,040,
Canberra (PN. 26227)**

Closing date: 18 May 2000

Duties: Provide clinical pharmacy services to wards and units of The Canberra Hospital. Attend ward rounds and clinical meetings necessary. Dispense medications and prepare intravenous additives, parenteral nutrition solutions and cytotoxic drugs as required. Supervise and guide Professional Officer Class 1's and supervise technical staff as required. Eligibility/other requirements: Registrable as a Pharmacist in the ACT. Post graduate Diploma in hospital pharmacy or Fellowship of Society of Hospital Pharmacists of Australia desirable. Experience in hospital pharmacy.

Contact Officer: Susan Alexander (02) 6244 2121

Selection documentation may be obtained from Susan Alexander (02) 6244 2121

Apply: 16

CC: 148-9010-16875 (2334)

EMPLOYMENT (Continued)

ACT LEGISLATIVE ASSEMBLY

Secretariat, Committee Office
Manager, Committee Office, Senior Officer
Grade B, \$66,686-\$75,072, PN: Comm 300;
Expected vacancy

Closing date: 18 May 2000

UNIT PROFILE The Legislative Assembly Secretariat provides procedural and administrative support to the Members of the Legislative Assembly. The Assembly Committee Office provides the support services for the Assembly's standing and select committees.

DUTIES Undertake responsibility for the administrative and resource management of the Legislative Assembly Committee Office.

Provide advice on Assembly committee practice and procedure to committee presiding members, Members of the Assembly, committee staff and others.

Undertake duties of committee secretary as required (currently the position entails the secretaryship of an Assembly standing committee).

Assist the Clerk of the Legislative Assembly as required, including undertaking Chamber duties.

ELIGIBILITY AND REQUIREMENTS

Strong knowledge of parliamentary practice and procedure especially in relation to Assembly committees or a demonstrated capacity to quickly acquire such knowledge.

Proven management skills of a high order including highly developed interpersonal, written and oral communication skills.

Research, analytical and report writing skills of a high order.

Tertiary qualifications or their equivalent would be an advantage.

Contact Officer: Mark McRae,
 Clerk of the Assembly, 02-6205 0173

Selection documentation:
 Patricia Hurtado, 02-6205 0173

Apply: 18

CC: 148-9014-17021

CANBERRA INSTITUTE OF TECHNOLOGY

Education Delivery Program
Faculty of Management and Business
Computing and Information Management

Teacher Band 1 \$34394-\$46942, Canberra
(PN. 51163, 51165, 51511)

Closing date: 18.5.00

Duties: Prepare and present lectures, practical classes and workshops on some of the following areas: data communications, networks, PC hardware, office applications and operating systems. Maintain appropriate student assessment procedures and educational records.

Eligibility/other requirements: Appropriate tertiary qualifications relevant to the teaching of

Computing Studies or other relevant vocational/industrial/professional experience OR possess such other qualifications and/or experience acceptable for the position.

Possess or eligible to obtain qualifications in Adult Education.

Note: This position is available for temporary employment or temporary transfer from ASAP until 27 June 2003

Contact Officer: Jacki Ganendran (02) 62074938
 Selection documentation may be obtained from Patricia Johnstone (02) 62073116

Apply: 11

CC: 148-9024-17904

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

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

ACT CORRECTIVE SERVICES

Youth Justice Services

Psychologist

Professional Officer Class 2, \$42,986 - \$48,040, Canberra (PN 11577)

Closing date: 18/5/00

Duties: Undertake responsibility for assessments, court reports and casework in difficult or complex cases. Consult with other staff to provide assistance with assessments and supervision of cases as required. Assist in the development of relevant programs for the Residential Unit. Undertake responsibility for developing systems to enable the ongoing evaluation of Residential Unit Programs. Eligibility/other requirements: Relevant tertiary qualifications and eligibility for membership of the Australian Association of Social Workers or registration with the Psychologists' Board (ACT) or state equivalent.

Contact Officer: Julie Halse (02) 6207 0718

Selection documentation may be obtained from Monique Mewburn (02) 6207 0766

Apply: 28

CC: 148-9012-16898

EMPLOYMENT (Continued)

ACT CORRECTIVE SERVICES

Youth Justice Services

Facilities Manager

**Administrative Service Officer Class 5,
\$39,802 - \$42,204, Canberra (PN 3294)**

Closing date: 18/5/00

Duties: Under direction, manage, plan, supervise and co-ordinate the day to day activities of the Quamby Youth Detention Centre. Provide financial analysis and advice to management, liaise and negotiate with the region's finance unit on budgetary issues. Develop and implement and co-ordinate the Centre's Minor Works and Service program via Centre's staff, external consultants and contractors. Assist in the tendering and contract management area of the Centre, ensuring procedural integrity and accountability in the process.

Eligibility/other requirements: Completion or partial completion of relevant tertiary qualifications in the area of Human Services.

Contact Officer: Frank Duggan (02) 6207 0719
Selection documentation may be obtained from Monique Mewburn (02) 6207 0987
Apply: 28
CC: 148-9012-16898

ACT CORRECTIVE SERVICES

Youth Justice Services

Youth Worker

**Administrative Service Officer Class 3;
\$32,017 - \$34,554, Canberra
(PN 3305, 3307, 3308, 3309, 3310)**

Closing date: 18/5/00

Duties: Through positive relationships with young people ensure care, supervision and safe custody within the Detention Centre. As a key worker, engage residents in case plans relating to individual needs, goals and strategies. Liaise with families, carers, government and community agencies involved in the case management process.

Eligibility/other requirements: Training in Youth Worker or related fields and or relevant work experience desirable.

Contact Officer: Rhonda Lang (02) 6207 0716
Selection documentation may be obtained from Monique Mewburn (02) 6207 0987
Apply: 28
CC: 148-9012-16898

ACT ELECTORAL COMMISSION

Education and Information Officer

**Administrative Service Officer Class 5;
\$39,802 - \$42,204, Canberra (PN 43021)**

Closing date: 18/5/00

Duties: Under general direction, develop and evaluate electoral information and education resource material. Prepare and conduct electoral information and education sessions on the ACT electoral system. Supervise electoral

enquiry staff, answer complex electoral information enquiries and perform other complex clerical tasks associated with the functions of the ACT Electoral Commission. Eligibility/other requirements: Relevant qualifications or experience in education or communication. Knowledge and/or experience of electoral legislation an advantage.

Contact Officer: Alison Purvis (02) 6205 0046
Selection documentation may be obtained from Oanh Nguyen (02) 6205 0342
Apply: 28
CC: 148-9012-16899

DEPARTMENT OF URBAN SERVICES

Planning and Land Management

Building and Services Branch

ACT Workcover

**Senior Officer Grade B \$65,593-\$73,841,
Canberra (PN. 43584, Expected Vacancy)**

Closing date: 18/05/00

Duties: Deliver the ACT Safe 2000+ Safety Campaign and be responsible for providing a client focussed range of services to deliver the outcomes of the Prevention Strategies Section. Prepare high level documents and correspondence and represent ACT Workcover to the community.

Eligibility/other requirements: Demonstrated ability to develop appropriate prevention strategies and policies. Occupational Health and Safety background would be an advantage.

Contact Officer: Jocelyn Plovits (02) 6207 1700
Selection documentation may be obtained from Margaret Firth (02) 6205 0333
Apply: 34
CC: 148-9020 17088

Planning and Land Management

Building and Services Branch

ACT Workcover

**Senior Officer Grade C \$55,514-\$59,857,
Canberra (PN. 43486, Expected Vacancy)**

Closing date: 18/05/00

Duties: Provide a combination of management, supervision, administration and policy support in the delivery of the ACT Safe 2000+ Safety Campaign. Within the Prevention Strategies Section oversee the delivery of a client focussed range of services.

Eligibility/other requirements: Demonstrated ability to develop appropriate prevention strategies and policies. Occupational Health and Safety background would be an advantage.

Contact Officer: Marie Mannion (02) 6205 0315
Selection documentation may be obtained from Margaret Firth (02) 6205 0333
Apply: 34 CC: 148-9020 17088

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

EMPLOYMENT (Continued)

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/selector;
- 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

EMPLOYMENT (Continued)

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.

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

EMPLOYMENT (Continued)

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

Population Health Division
Health Protection Service
ACT Government Analytical Laboratory

Vanessa Lamb: 261-16981

From: Technical Officer Class 2
The Canberra Hospital

To: Technical Officer Class 3 \$37,808-43822
Health Protection Service, ACT Department of Health and Community Care, Canberra (PN.26125) (No. 9, 2/3/2000)

CALVARY HOSPITAL INC.

ACT Hospice

Jo Anne Gibson: 609-27262

From: Registered Nurse Level 1
\$31,926 - 41,375 Calvary Hospital ACT Incorporated

To: Registered Nurse Level 3 \$47,110 - 50,147
ACT Hospice Calvary Hospital ACT Incorporated, Canberra (PN. 8323)
(3 20/01/2000)
CC: 148-9094-17781

THE CANBERRA HOSPITAL

Medical SMT
Emergency Department

Melissa Anne Blandon: 607-98122

From: Administrative Service Officer Class 1
\$14,902 - \$27,450

Obstetrics and Gynaecology
To: Administrative Service Officer Class 2
\$28,110 - \$31,171
Medical SMT Emergency Department, Canberra (PN. 20958) (8, 24 February 2000)
CC: 148-9010-16875 (1611)

EMPLOYMENT (Continued)

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Caroline Chisholm High School

Joso Knezevic: 739-68848
 From: Building Services Officer 1 \$25924-26940
 Education and Community Services
 To: School Assistant 2 \$24381-27036
 Caroline Chisholm High School, Education and
 Community Services, Canberra
 (PN. 37724) (PS 47, 25/11/99)
 CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY

Education Delivery Program Faculty of Communication and Community Services Child Studies

Helen Gibson: 517-68562
 From: Teacher Band 1 \$34394-\$46942
 Canberra Institute of Technology
 To: Teacher Band 2 \$60345
 Child Studies Canberra Institute of Technology,
 Canberra (PN. 51887)
 (Gazette No. 10 9 March 2000)
 CC: 148-9024-17904

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.

Operations Group City Operations Branch Road User Services Section

M. Howard: AGS No 713-76822
 From: Administrative Service Officer Class 6
 \$43,846-\$50,366 Urban Services
 To: Senior Officer Grade C \$55,514-\$59,857
 Road User Services Section Urban Services,
 Canberra (PN. 4683) (PS11 23/03/2000)
 CC: 148-9015 17013

Corporate Group Information Management and Technology Section

N. Burton: 729-10070
 From: Administrative Service Officer Class 4
 \$36,399-\$39,520
 Urban Services
 To: Administrative Service Officer Class 5
 \$40,598-\$43,048
 Information Management and Technology Section
 Urban Services, Canberra (PN. 24510) (PS 10,
 16/03/2000)
 CC: 148-9017 16938

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

EMPLOYMENT (Continued)

- 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

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>Optometrists Act 1956</i>	Determination of Fees.	No. 119 of 2000
<i>Agents Act 1968</i>	Appointment of Gwen Wilcox to be a member of the Agents Board of the Australian Capital Territory.	No. 120 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>	Notice of Intention to Close Part of a Public Road – Division of Kaleen.	No. R20/00 of 2000

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

SMOKE-FREE AREAS (ENCLOSED PUBLIC PLACES) ACT 1994

Appointment of Smoke-Free Areas Inspector

I, Michael John Moore pursuant to my powers under Section 11 of the *Smoke-free Areas (Enclosed Public Places) Act 1994*, do by this instrument appoint,

LYNDAL MARIE GILES

as a Smoke-free Areas Inspector from the date of notification of this instrument in the ACT Gazette.

Dated this 20th day of April 2000.

Michael John Moore

Minister for Health and Community Care

AUSTRALIAN CAPITAL TERRITORY HEALTH ACT 1993

APPOINTMENT

I Michael Moore, Minister for Health and Community Care, pursuant to section 7(b) of the *Health Act 1993* HEREBY APPOINT

PROFESSOR TEIK EWE OH

as a member of the MAINTENANCE OF ANAESTHETIC PROFESSIONAL STANDARDS COMMITTEE as an approved public sector committee.

Dated this Nineteenth day of April 2000

Michael Moore MLA

Minister for Health and Community Care

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

REMAND CENTRES ACT 1976

DECLARATION OF TEMPORARY REMAND CENTRE

Under section 5(1) of the *Remand Centres Act 1976 (ACT)* (the Act), the Administrator has informed me:

- a) that the number of detainees in the Belconnen Remand Centre declared by instrument, published pursuant to section 4 of the Act, in the Gazette No. S169 of 27 September 1976 is likely to be greater than the number that can be held conveniently in the Centre; and
- b) that it is not appropriate to transfer some detainees to another institution within or outside the Territory.

Therefore, under section 5(3) of the Act, I DECLARE the area of land on which the detention cells of the Periodic Detention Centre of the Australian Capital Territory are located, to be a temporary remand centre for the period of 12 months commencing from the date of gazettal of this declaration.

Date: 20th April 2000

Gary Humphries MLA
Attorney General

URBAN SERVICES

PLANNING AND LAND MANAGEMENT GROUP

BLOCK 3 SECTION 27 PEARCE - VARIATION TO THE TERRITORY PLAN FROM A COMMUNITY FACILITY TO A RESIDENTIAL LAND USE POLICY

PRELIMINARY ASSESSMENT

Public comment is invited on the above Preliminary Assessment.

Copies of the Preliminary Assessment:

- may be inspected, or purchased at a cost of \$3.90 per copy, at the PALM Shopfront, Dame Pattie Menzies House, 16 Challis Street, Dickson, during normal office hours; and
- may be inspected at ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours.

Written submissions should be forwarded by 22 May 2000 to:

Manager – Planning Policy
Planning and Land Management Group
Urban Services Department
GPO Box 1908
CANBERRA ACT 2601

Alternately submissions may be made via email (eia_palm@dpa.act.gov.au). All submissions will go on a public register and access to submissions will be granted on request.

GOVERNMENT NOTICES (Continued)

Environment ACT

Environment Protection Act 1997

Environmental Authorisation

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

Organisation	Brief Description of Activity	Location
Alan Paul Carmody	Pest Control	PO Gundaroo NSW

Under Section 135 of the *Environment Protection Act 1997*, an application may be made to the Administrative Appeals Tribunal for a review of the decision to which this notice relates. The Administrative Appeals Tribunal can be contacted on telephone 6217 4277.

Application for an Environmental Authorisation

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

Organisation	Brief Description of Activity	Location
Canberra Rifle Club Incorporated	To deposit clean fill on two sites to enhance safety in the use of the rifle range	Block 560, 22 Hector McIntosh Grove, Majura

Under Section 48(1) of the *Environment Protection Act 1997*, any person who wishes to make a written submission to the Environment Management Authority concerning the above application may do so by COB 25 May 2000. Submissions should be addressed to:

Environment Management Authority, PO Box 144, Lyneham ACT 2602

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

Dated the 27th day of April 2000
Environment Management Authority

