



Australian Capital Territory

# Gazette

No. 19, Thursday 11 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](http://www.publishing.act.gov.au/pub/gazreq.doc).

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

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### Private Notices

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

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

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

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## EMPLOYMENT

### ACT Public Service

#### EXECUTIVE CONTRACTS

**ACT HEALTH HOME PAGE:**  
<http://www.health.act.gov.au>

#### DEPARTMENT OF HEALTH AND COMMUNITY CARE

**Director**

#### FINANCIAL MANAGEMENT AND SUPPORT SERVICES

**Salary Package \$108,453**

**The Job:** This Executive Director position emerges from a realignment of the Department, aimed at better integration of the policy, planning and purchasing functions. Its primary responsibilities are to ensure the Department's ownership and purchase agreement reporting requirements are met. You will also manage the implementation of the Goods and Services Tax and provide direction to the Capital Works Planning and asset procurement.

You will need:

- ❖ Executive management skills and abilities in financial management
- ❖ Demonstrated ability to manage a wide range of financial and capital resources
- ❖ Proven record in achieving accountabilities – such as budget management and reporting requirements
- ❖ An enthusiasm to work as part of the Executive team and the ability to motivate and lead staff.

**Remuneration:** The position attracts a package of \$108,453 per annum which includes a cash component of \$83,438. Employer provided benefits include generous superannuation, spouse travel, a privately plated car and parking.

**Contracts:** The successful applicant will be engaged under a performance based contract for a period of up to five years.

**Contacts:** Enquiries about the position to David Butt, Chief Executive, 02 6205 0825 and selection criteria and information pack from John Oberdorf on 02 6205 0908

**Applications:** Should be forwarded to John Oberdorf, Corporate Administration, ACT Department of Health and Community Care, GPO Box 825, CANBERRA CITY ACT 2601

**APPLICATIONS CLOSE 25 May 2000**

### 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

## EMPLOYMENT (Continued)

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**

**Human Resources Strategies Group  
Senior Officer Grade B \$66,577-\$74,948,  
Canberra Position No 24932**

**Closing date:** 25 May 2000

**Duties:** This position manages a small team who delivers training, human resource advice and organisational change activities. You will be providing high level strategic advice to the Chief Executive and Executive team on the formulation of policies, Strategic Planning and Continuous Quality Improvement activities. You will need:

- Initiative and proven ability to delivery organisational change
- High level interpersonal skills and the ability to establish effective relationships with a wide range of clients
- Experience in management of a team and superior team member skills.

**Contact Officer :** Megan Douglas (02)62050829  
Selection documentation may be obtained from Matthew Chamberlain (02)62050847  
Apply: Megan Douglas, Manager, Executive Coordination and Communications, ACT Department of Health and Community Care, GPO Box 825, Canberra City. ACT 2601.  
CC 148-9011-16888

#### **THE CANBERRA HOSPITAL**

**Pathology Services  
Immunoassay Section  
Senior Professional Officer Grade C  
\$54,425-58,683, Canberra (PN. 21255)**

**Closing date:** 25 May 2000

**Duties:** The Immunoassay Services laboratory is a multidisciplinary sub-section of our newly integrated Core Laboratory, a section of ACT Pathology, a department of The Canberra Hospital. The laboratory operates 7 days/week, offering a wide range of routine and specialised testing procedures in the disciplines of Endocrinology, Toxicology, Immunology and the serology of Infectious Diseases, to the ACT and the surrounding region. The successful applicant will be responsible for the day to day management of the busy section including co-ordination of diagnostic activities and the control of resources. Experience in diagnostic immunoassay procedures in one or more disciplines is essential.

Eligibility/other requirements: An appropriate degree in Applied Science or equivalent qualification.

Note: Applicants will be shortlisted on basis of written application and referee reports, which should address the selection criteria. Applicants are asked to supply current curriculum vitae. Shortlisted applicants will be required to attend a further assessment.

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

Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580

Apply: 16

CC: 148-9010-16875 3131

**Women and Childrens SMT  
Registered Nurses / Midwives, Canberra  
(Several Positions)**

**Casual on Call / Temporary / Permanent  
Part-Time and Full-Time**

**Closing date:** 25 May 2000

An opportunity exists for experienced and enthusiastic Registered Midwives / Nurses to work in Women and Childrens Health. If you are interested in joining our highly professional team, positions are currently available in the following areas:

Delivery Suite, Postnatal, Antenatal & Gynaecology, Centre for Newborn Care and Paediatrics.

For further information contact Karen Cook – Nurse Manager – Centre for Newborn Care / Paediatrics (02) 6244 3258 or 6244 2222 or Chris Bulters – Nurse Manager – Delivery Suite / Postnatal / Antenatal & Gynaecology (02) 6244 3128 or 6244 2222

Application kits may be obtained from Michelle DeBritt (02) 6244 2257

Apply: 16

CC: 148-9010-16875 (2112)

**Nursing Branch  
Surgical SMT  
Recovery and Operating Suite  
Registered Nurse Level 1 \$31926-41375,  
Canberra (Several Positions)  
Full-time or Part-time**

**Closing Date:** 25 May 2000

**Duties:** The Canberra Hospital is seeking Registered Nurses with recent experience in Recovery and Operating Suite for full-time or part-time employment. (The positions in the Operating Suite will include on-call as required). Eligibility/other requirements: Eligibility for registration as a General Nurse with the ACT Nurses Registration Board.

Note: Applicants should submit a letter advising of their interest together with a current curriculum vitae and forward to The Recruitment Officer (Nursing), The Canberra

## EMPLOYMENT (Continued)

Hospital, PO Box 11, WODEN ACT 2606 by c.o.b 25/5/00.

Contact Officer: Ms Claire Culley, Assistant Director of Nursing (02) 6244 2765 or page on (02) 6244 2222.

CC: 148-9010-16875 (1956)

### **Mental Health Services**

#### **Hennessy House**

**Professional Officer Class 1/Professional Officer Class 2 \$29,976-48,040, Canberra (PN. NP)**

**Closing date:** 25 May 2000

**Duties:** A vacancy exists for suitably qualified person to work as a part of a multi-disciplinary team providing occupational therapy to clients of Mental Health Services at Hennessy House. Hennessy House is a 30 bed rehabilitation hostel for adult clients of Mental Health Services with moderate to severe mental illness. The suitable applicant would be responsible for: client assessment using recognised assessment tools; development and delivery of the rehabilitation program; and supervision of the daily activity program. Eligibility/other requirements: Tertiary qualifications or equivalent in Occupational Therapy and/or eligibility for membership of the appropriate professional organisation. Note: Only one position is available and will be filled depending on the experience and qualifications of the successful applicant.

**Contact Officer:** Steve Kieley (02) 6251 6133  
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580  
Apply: 16  
CC: 148-9010-16875 2252

#### **Deputy CEO Corporate**

**Human Resource Management Group  
Senior Officer Grade C \$54,425-58,683,  
Canberra (PN. 28500)**

**Closing date:** 25 May 2000

**Duties:** The Canberra Hospital seeks applications for the position that manages the team involved in the provision of workplace rehabilitation and workers' compensation case management services and occupational health and safety on behalf of the Hospital.

The successful applicant must be able to demonstrate a sound track record in policy and project work in injury prevention and management. They must also possess a strong understanding OH&S, have been involved in the provision of high level policy advice to senior management and undertaken the effective representation of their organisation at forums involving hr practitioners, insurers, medical practitioners and legal representatives.

Applicants should provide a reference, from their current supervisor, with their application which addresses the selection criteria. The duty statement and selection criteria along with some background information on the Case Management and OH&S Unit are available from the HRM Group by calling 6244 3580.

**Contact Officer:** Doug Jackman (02) 6244 2062  
Apply: 16  
CC: 148-9010-16875 1314

### **ACT COMMUNITY CARE**

#### **Integrated Health Care Program**

##### **Psychology Services**

**Professional Officer Class 2 \$42,986-\$48,040, Canberra (PN. 21438)**

**Closing date:** 25 May 2000

**Duties:** Located at The Canberra Hospital. This position is attached to the General Medical Wards. The duties involve assessment, diagnosis and treatment of hospitalised adults with outpatient follow up. The position also provides consultation and liaison to relevant agencies, workplace and Mental Health. Eligibility/other requirements: Essential a Masters degree in Clinical, APS eligibility and ACT Psychology Registration. Experience with the assessment and treatment of sick people in a hospital setting is essential.

**Note:** Permanent, Part - Time

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

#### **Integrated Health Care Program, Community Care Link team**

**Professional Officer Class 2 Physiotherapist \$42,986-\$48,040, Canberra (PN. 28864)**

**Closing date:** 25 May 2000

**Duties:** The Link Team is a multi disciplinary discharge planning and post acute care service for clients who are being discharged from The Canberra Hospital. We are seeking an enthusiastic, flexible and innovative physiotherapist to provide a comprehensive physiotherapy service based on primary health care principles to these clients. Duties will include providing, rapid response intake, assessment and treatment to assist client discharge from hospital or to prevent admission to hospital.

Eligibility/other requirements: Appropriate Qualifications in Physiotherapy. Eligibility for registration as a physiotherapist in the ACT. Current drivers licence.

Note: Part time position 22:03 hours per week.

**EMPLOYMENT (Continued)**

**Contact Officer:** Gerda Caunt (02) 62051332  
 Selection documentation may be obtained from  
 Anne Douglas (02) 62443308  
 Apply: 21  
 CC: 148-9009-16863

**Integrated Health Care Program – Community  
 Care Link Team**

**Professional officer Class 2 Occupational  
 Therapist \$42,986-\$48,040, Canberra  
 (PN. 28271)**

**Closing date:** 25 May 2000

**Duties:** The Link team is a multidisciplinary discharge planning and post acute care service for clients who are being discharged from The Canberra Hospital. We are seeking an enthusiastic, flexible and innovative occupational therapist who can provide a comprehensive OT service based on the principles of primary care to these clients. Duties will include providing rapid response intake, assessment and treatment to assist safe client discharge from hospital or to prevent admission.

Eligibility/other requirements: Degree or Diploma in Occupational Therapy. Eligibility for membership of the Australian Association of Occupational Therapists. A minimum of three years recent post qualifications experience with community health experience.  
 Note: Part time position, 18:22 hours per week. Expected vacancy.

**Contact Officer:** Prue Campbell (02) 62443286  
 Selection documentation may be obtained from  
 Anne Douglas (02) 62443308  
 Apply: 21  
 CC: 148-9009-16863

**Academic Unit of General Practice and  
 Community Care  
 Registered Nurse Level 2, Research Nurse  
 \$42,723-\$45,423, Canberra (PN. 28328)**

**Closing date:** 25 May 2000

**Duties:** The Academic Unit of General Practice is seeking a person to implement the Childhood Respiratory Symptoms Surveillance Project. This position requires a motivated person with excellent research, oral communication, organisational and computing skills using the Microsoft suite. Clinical experience with children and asthma is essential.

Note: This is a 12 months contract position to commence May 2000. The position is part time (15 hours per week).

**Contact Officer:** Jenny Jackson (02) 6252 4512  
 Selection documentation may be obtained from  
 Jenny Jackson (02) 6252 4512  
 Apply: 21  
 CC: 148-9009-16863

**Integrated Program,  
 TCH Physiotherapy Services  
 Professional Officer Class 2 \$42,986-\$48,040,  
 Canberra (PN. 25524)**

**Closing date:** 25 May 2000

**Duties:** ACT Community Care is looking for a Physiotherapist to provide services to the Pain Management Unit at The Canberra Hospital. Experience in chronic pain or general musculoskeletal conditions and ability to work as part of a multidisciplinary team desirable. Eligibility/other requirements: Degree in Physiotherapy and eligibility for ACT registration

Note: This is a temporary 12 month position likely to be extended dependent on funding.

**Contact Officer:** June Gunning (02) 62442154  
 Selection documentation may be obtained from  
 June Gunning (02) 62442154  
 Apply: 21  
 CC: 148-9009-16863

**Integrated Health Care Program  
 South region – based at the Canberra Hospital  
 Physiotherapy services  
 Professional Officer Class 2 \$42,986 - \$48,040,  
 Canberra (PN. 28871)**

**Closing date:** 25 May 2000

**Duties:** ACT Community Care is looking for a Physiotherapist to provide services to patients with musculoskeletal conditions including hand injuries and burns. Ability to work as part of a multidisciplinary team desirable. Eligibility/other requirements: Degree in Physiotherapy and eligibility for ACT registration

**Contact Officer:** Gerda Caunt Ph (02) 62051332  
 Selection documentation may be obtained from  
 June Gunning (02) 62442154  
 Apply: 21  
 CC: 148-9009-16863

**Integrated Health Care Program,  
 Central Regional Team  
 Technical Officer Level 1 \$29,636-\$30,964,  
 Canberra (PN. 20729 & 26114)**

**Closing date:** 25 May 2000

**Duties:** The Integrated health Care Program provides a range of primary health care services for people with disabilities and chronic illnesses, aged people and people with dementing illnesses. Two part time positions for aged day care workers are being established at Narrabudah Health Centre. The successful applicants will under supervision, provide activities and programs for men with a dementing illness. Training and or relevant experience in the provision of aged care services is essential.

Note: Permanent part time positions at 18 hours per week. These positions involve evening duties.

**Contact Officer:** Sue Matthews (02) 62051138

## EMPLOYMENT (Continued)

Selection documentation may be obtained from Justine Spina (02) 62051357  
Apply: 21  
CC: 148-9009-16863

### CALVARY HOSPITAL INC.

**ACT Hospice**  
**Registered Nurse Level 3 \$ 47,110 - 50,147,**  
**Canberra (PN. 8121)**

**Closing date:** 18/5/2000

**Duties:** Provide leadership in co-ordinating total patient care activities, to reflect the goals and objectives of the Hospice. Implement and co-ordinate nursing management policies and processes.

**Eligibility:** Registered General Nurse with the ACT Nurses Board. Minimum of 5 years cumulative post registration experience, including at least 3 years recent post basic experience on Palliative Care.

**Note:** Temporary vacancy for a period of 12 months. TTY 6201 6127

**Contact Officer:** Susan Granger (02) 62578835  
Selection documentation may be obtained from Susan Granger (02) 62578835  
Apply: 07  
CC: 148-9094-17781

### CHIEF MINISTER'S DEPARTMENT

**Corporate Services CMD Manager**  
**\$79,208p.a (PN. 55084),**  
**Corporate Finance Section**  
**Canberra**

**Closing date:** 25 May 2000

Direct and control the activities of the Department's Finance and Budget Unit, including budgeting purchasing, financial management control systems and associated policies and procedures. This will involve the supervision, training and development of allocated staff. Responsibility for the preparation of the Department's consolidated annual and monthly accrual financial statements through the co-ordination of the Department officers.

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

**Contact Officer :** Phillipa Murphy (02) 62576344 to obtain a detailed Duty Statement, Selection Criteria and Information Package. Responses can be sent to [www.hays.com.au](http://www.hays.com.au) .  
CC: 148-9031-17429

### ACT GAMBLING AND RACING COMMISSION

**Administrative Service Officer Class 6/  
Senior Officer Grade C**  
**(Senior Research Officer)**  
**\$43,846-\$59,857p.a (PN: 55401) Canberra**

**Closing Date:** 25 May 2000

**Duties:** Undertake research tasks on gaming and racing including the economic and social effects of gambling and problem gambling. Coordinate research projects undertaken by other staff, consultants or contractors on behalf of the Commission including the monitoring of progress and the delivery of reports or results in a timely manner.

**NOTE:** The position will initially be filled on a three month contract with possible scope for extension. Remuneration will be at the ASO 6 or SOG C level depending on experience or qualifications.

**Eligibility/other requirements:**

**Contact Officer** Tony Curtis (02)62070358:  
Selection documentation Paula McCall (02)62070359

Apply: 06 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
CC: 148-9031-17429

### DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

#### **Preamble**

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

**Mawson Primary School**  
**Teacher Level 2, Executive Teacher**  
**\$52456-54390, Canberra (PN. 3682)**

**Closing date:** 25 May 2000

**Duties:** Teach an appropriate load and deputise for the Principal as required. Assist with the development of School policies and the implementation of school wide educational, administrative and organisational policies and procedures. Co-ordinate the effective development and implementation of curriculum throughout the school and provide curriculum leadership in areas designated by the Principal. **Eligibility/other requirements:** A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

**Contact Officer:** Gwen Howitt (02) 62058033

**EMPLOYMENT (Continued)**

Selection documentation may be obtained from  
The Contact Officer (02) 62058033  
Apply: 12  
CC: 148-9013-16917

**Urambi Primary School**  
**Teacher Level 2, Executive Teacher**  
**\$52456-54390, Canberra (PN. 2237)**

**Closing date:** 25 May 2000  
**Duties:** Work with principal and staff in development and delivery of school policies and programs. Provide leadership in integrated curriculum and cooperative teaching and learning. Support teachers in the management of student behaviour using non-punitive strategies. Deputise for principal as necessary. Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

**Contact Officer:** Erika Parkinson (02) 62057444  
Selection documentation may be obtained from  
The Contact Officer (02) 62057444  
Apply: 12  
CC: 148-9013-16917

**Charles Conder Primary School**  
**Teacher Level 2, Executive Officer**  
**\$52456-54390, Canberra (PN. 2285)**

**Closing date:** 25 May 2000  
**Duties:** Lead self managing K-6 sub school: integrated curriculum, Glasser, co-op learning, middle schooling and school cultural activities. Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

**Contact Officer:** David Raff (02) 62056699  
Selection documentation may be obtained from  
The Contact Officer (02) 62056699  
Apply: 12  
CC: 148-9013-16917

**Weetangera Primary School**  
**Teacher Level 2, Executive Officer**  
**\$52456-54390, Canberra (PN. 3751)**

**Closing date:** 25 May 2000  
**Duties:** Undertake an appropriate teaching load and provide an exemplar for other staff. Demonstrate professional leadership of staff, advise and assist in the development of teaching strategies, classroom management, student welfare and organisational structures which optimise the teaching and learning environment of the school. Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

**Contact Officer:** Margaret Clough (02) 62057488  
Selection documentation may be obtained from  
Lorraine Arnaudon (02) 62057488  
Apply: 12 CC: 148-9013-16917

**Charles Conder Primary School**  
**Teacher Level 3, Deputy Principal (2)**  
**\$58153-60667, Canberra (PN: 4038)**

**Closing date:** 25 May 2000  
**Duties:** Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the School. Deputise for the Principal as required. Participate as a member of the school's senior management team in decision making and implementation to ensure effective client-centred functioning, advancement of the school and advancement of the ACT public education system. Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

**Contact Officer:** David Raff (02) 62056699  
Selection documentation may be obtained from  
The Contact Officer (02) 62056699  
Apply: 12  
CC: 148-9013-16917

**Ngunnawal Primary School**  
**Teacher Level 2, Executive Teacher**  
**\$52456-54390, Canberra (PN 2278)**

**Closing date:** 25 May 2000  
**Duties:** Undertake an appropriate teaching load and provide an exemplar for other staff. Demonstrate professional leadership of staff, advise and assist in the development of teaching strategies, classroom management, student welfare and organisational structures which optimise the teaching and learning environment of the school. Provide collaborative leadership to promote teamwork in the effective development and implementation of curriculum, particularly in relation to Literacy, another key learning area and integration of IT. Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

**Contact Officer:** John Griffin (02) 62058182  
Selection documentation may be obtained from  
The Contact Officer (02) 62058182  
Apply: 12  
CC: 148-9013-16917

**Palmerston Primary School**  
**Teacher Level 2, Executive Teacher**  
**\$52456-54390, Canberra (PN. 2279)**

**Closing date:** 25 May 2000  
**Duties:** Undertake an appropriate teaching load and provide an exemplar for other staff. Demonstrate professional leadership of staff, advise and assist in the development of teaching strategies, classroom management, student welfare and organisational structures which optimise the teaching and learning environment of the school. Provide collaborative leadership to promote teamwork



**EMPLOYMENT (Continued)**

in the effective development and implementation of curriculum, particularly in relation to Literacy, another key learning area and integration of IT.

**Contact Officer:** John Griffin (02) 62057241  
Selection documentation may be obtained from The Contact Officer (02) 62057241  
Apply: 12  
CC: 148-9013-16917

**Palmerston District Primary School**  
**Teacher Level 2, Executive Teacher**  
**\$52456-54390, Canberra**  
**(PN. 33809, expected vacancy)**

**Closing date:** 25 May 2000  
**Duties:** Undertake an appropriate teaching load and provide an exemplar for other staff. Demonstrate professional leadership of staff, advise and assist in the development of teaching strategies, classroom management, student welfare and organisational structures which optimise the teaching and learning environment of the school. Provide collaborative leadership to promote teamwork in the effective development and implementation of curriculum, particularly in relation to Literacy, another key learning area and integration of IT.  
Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

**Contact Officer:** John Griffin (02) 62057241  
Selection documentation may be obtained from The Contact Officer (02) 62057241  
Apply: 12  
CC: 148-9013-16917

**Belconnen High School**  
**Teacher Level 3, Deputy Principal 2**  
**\$58153-60667, Canberra (PN. 4125)**

**Closing date:** 25 May 2000  
**Duties:** Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the School. Deputise for the Principal as required. Participate as a member of the school's senior management team in decision making and implementation to ensure effective client-centred functioning, advancement of the school and advancement of the ACT public education system.  
Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

**Contact Officer:** Dennis Flannery (02) 62056844  
Selection documentation may be obtained from Anne Skillen (02) 62056844  
Apply: 12  
CC: 148-9013-16917

**Calwell Primary School**  
**Teacher Level 3, Deputy Principal 1**  
**\$58153-60667, Canberra (PN. 4104)**

**Closing date:** 25 May 2000  
**Duties:** Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the School. Deputise for the Principal as required. Participate as a member of the school's senior management team in decision making and implementation to ensure effective client-centred functioning, advancement of the school and advancement of the ACT public education system.  
Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

**Contact Officer:** Chris Hamilton (02) 62056911  
Selection documentation may be obtained from The Contact Officer (02) 62056911  
Apply: 12  
CC: 148-9013-16917

**Education and Training Division**  
**School Programs Branch**  
**Curriculum Initiatives Section**  
**Teacher Level 2 \$52456-54390, Canberra**  
**(PN. 2218)**

**Closing date:** 25 May 2000  
**Duties:** Accept responsibility for the management and implementation of ACT and national curriculum projects eg Discovering Democracy, National Schools Network. Provide advice to schools on curriculum development and delivery from K to 12. Prepare submissions, reports, briefings and correspondence for senior officers of the Department on curriculum matters.  
Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

**Contact Officer:** Bob Neild (02) 62059382  
Selection documentation may be obtained from Elaine Wilson (02) 62059350  
Apply: 12  
CC: 148-9013-16917

**Weetangera Primary School**  
**School Assistant 2, Special Teachers Assistant**  
**\$24381-27036, Canberra (PN. 3284)**

**Closing date:** 25 May 2000  
**Duties:** Support teaching and therapy staff in a class of students with autism by assisting students in learning activities and school routines; assist with integration of students with autism into mainstream classes; work with individuals or small groups on education or social skills programs.  
Note: This job may require a deal of lifting students. While professional in-service programs offer instruction in correct lifting

**EMPLOYMENT (Continued)**

methods, applicants should have no history of back, shoulder or arm problems.

**Contact Officer:** Margaret Clough (02) 62057488  
Selection documentation may be obtained from Lorraine Arnaudon (02) 62057488  
Apply: 12  
CC: 148-9013-16917

**Torrens Primary School  
Building Services Officer 2 \$26940-28175,  
Canberra (PN. 1581)**

**Closing date:** 25 May 2000  
**Duties:** Supervise and monitor the school's maintenance programs, contractors, cleaning and security; maintain records in relation to requests and services. Monitor, with a view to minimising, energy usage and undertake energy conservation measures. Assume responsibility for the security of the school buildings, furniture, fittings and equipment.

**Contact Officer:** Linda Cullen (02) 62057411  
Selection documentation may be obtained from The Contact Officer (02) 62057411  
Apply: 12  
CC: 148-9013-16917

**Kaleen High School  
Building Services Officer 1 \$25925-26940,  
Canberra (PN. 31578)**

**Closing date:** 25 May 2000  
**Duties:** Assume responsibility for security of school buildings, furniture, fittings and equipment during duty hours. Maintain the school, including grounds, in a clean and tidy condition, with particular regard for safety and security hazards. Undertake minor repairs to buildings, fittings, furniture and equipment.  
Note: This position is part-time at 32 hours per week

**Contact Officer:** Robyn Sammons (02) 62055808  
Selection documentation may be obtained from The Contact Officer (02) 62055808  
Apply: 12  
CC: 148-9013-16917

**Ainslie Primary School  
Administrative Service Officer Class 4, Officer  
Manager 1 \$36399-39520, Canberra (PN. 550)**

**Closing date:** 25 May 2000  
**Duties:** Manage all of the school's administrative and financial systems. Assist in the preparation of budgets; prepare estimates, financial returns and conduct regular expenditure reviews against approved allocations and prepare statement/returns to show trends. Act as administrative officer to the School Board where required, provide administrative support to the Principal, prepare appropriate minutes, correspondence and reports for signature by the Principal.

**Contact Officer:** Prue Clarke (02) 62056322  
Selection documentation may be obtained from The Contact Officer (02) 62056322  
Apply: 12  
CC: 148-9013-16917

**Hall Primary School  
Administrative Service Officer Class 4, Officer  
Manager 1 \$36399-39520, Canberra (PN. 574)**

**Closing date:** 25 May 2000  
**Duties:** Manage all of the school's administrative and financial systems. Assist in the preparation of budgets; prepare estimates, financial returns and conduct regular expenditure reviews against approved allocations and prepare statement/returns to show trends. Act as administrative officer to the School Board where required, provide administrative support to the Principal, prepare appropriate minutes and reports for signature by the Principal.

**Contact Officer:** Carmen Ryan (02) 62055666  
Selection documentation may be obtained from The Contact Officer (02) 62055666  
Apply: 12  
CC: 148-9013-16917

**MacGregor Primary School  
School Assistant 2, Special Teachers Assistant  
\$24381-27036, Canberra (PN. 925)**

**Closing date:** 25 May 2000  
**Duties:** Provide general assistance of a supportive nature to the class teacher by assisting children with disabilities in school routines and activities, such as: prepare programmed materials and teaching aids; assist children with disabilities in practising social skills in personal hygiene and domestic tasks; clean and change soiled children as required; assist in education programs with small groups or individuals; assist in the implementation of behaviour management programs; assist with the travelling to integration programs, as required; and assist with lifting, loading and unloading children and special equipment. Provide assistance to therapists and other paramedical staff. Perform First Aid duties when in receipt of a First Aid Allowance.

**Contact Officer:** Peter Collin (02) 62057511  
Selection documentation may be obtained from Susan Armitage (02) 62057511  
Apply: 12  
CC: 148-9013-16917

## EMPLOYMENT (Continued)

**Sport and Corporate Resources Division  
Bureau of Sport and Recreation Branch  
Contract Services Section  
Ranger Class 1 \$28110-31171, Canberra  
(PN. 13418)**

**Closing date:** 25 May 2000

**Duties:** Oversee and monitor the status and use of public recreation and sporting facilities. Inspect and report on environmental and/or horticultural status, safety, and physical condition of areas under the management control of the section. Liaise with sporting, social or special interest groups to advise and report on suitability of locations and facilities, applying horticultural and/or environmental principles, as well as sociological/cultural factors. Assist in formulation of repairs, maintenance and development programs for sporting and recreational facilities, including natural and semi-natural areas under the management control of the Section.

**Contact Officer:** Brian Ashcroft (02) 62075143  
Selection documentation may be obtained from The Contact Officer (02) 62075143  
Apply: 12  
CC: 148-9013-16917

### CANBERRA INSTITUTE OF TECHNOLOGY

**Education Delivery Program  
Faculty of Communication and  
Community Services  
Child Studies  
Teacher Band 1 \$34394-\$46942, Canberra  
(PN. Several Positions)**

**Closing date:** 25.5.00

**Duties:** The Department of Child Studies requires experienced teachers to teach a broad range of programs within the Child Studies discipline. The successful applicants will be required to teach at the Graduate Certificate, Diploma and Certificate Levels.  
Eligibility/other requirements: Appropriate Tertiary qualifications in Early Childhood Education and Care relevant to the teaching of Childcare at the Associate Diploma level. Five years or more of relevant industrial/vocational/professional experience OR possess such other qualifications and/or experience acceptable for the position.

Note: Two positions will be permanently filled  
Three positions will be temporarily filled for a period of two years.

All positions will be filled on a full-time or part-time basis with hours to be negotiated.

**Contact Officer:** Kaye O'Hara (02) 62074959  
Selection documentation may be obtained from Amanda Kemmerer (02) 62074800  
Apply: 11  
CC: 148-9024-17904

### DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Applications and two 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**

#### **Policy Unit**

**Administrative Service Officer Class 6;  
\$42,986 - \$49,378, Canberra (PN 43036)**

**Closing date:** 25/5/00

**Duties:** Develop correctional policy, review, research, analyse, evaluate and comment upon all relevant correctional and related issues. Assist in developing, implementing and evaluating programs in the correctional field. Prepare briefs, papers and submissions for departmental representatives at various conferences and meetings and participate in or represent the department at meetings and conferences.

Eligibility/other requirements: Tertiary qualifications in a relevant field, eg law, criminology, social sciences would be an advantage.

Note: This is a temporary vacancy of 12 months.

**Contact Officer:** John Hinchey (02) 6207 0856  
Selection documentation may be obtained from Jeanette Atkins (02) 6207 0853  
Apply: 28  
CC: 148-9012-16898

### **OFFICE OF THE COMMUNITY ADVOCATE**

#### **Child Advocacy**

**Administrative Service Officer Class 6;  
\$42,986 - \$49,378, Canberra (PN 7127)**

**Closing date:** 25/5/00

**Duties:** Assist the Community Advocate and Deputy Community Advocate, administer functions in relation to child advocacy and child protection. Represent the best interest of children before Courts and Tribunals, undertake research and analysis of issues, liaise with agencies, private practitioners and members of the public, draft reports and documents.  
Eligibility/other requirements: This is a position of trust. Tertiary qualifications and experience in social work or psychology or related disciplines, or law in combination with social work or psychology desirable.

**Contact Officer:** Ingrid Cevallos (02) 6207 0707  
Selection documentation may be obtained from Jacinta Telford (02) 6207 0707  
Apply: 28  
CC: 148-9012-16912

## EMPLOYMENT (Continued)

### SUPREME COURT OF THE ACT

#### Sheriff's Office

##### Manager

**Administrative Service Officer Class 5;  
\$39,802 - \$42,204, Canberra (PN 43610)**

**Closing date:** 25/5/00

**Duties:** The main responsibility of this position involves the physical relocation and management of the Bailiff's/Sheriff's Unit, including organising workloads according to priorities and deadlines; staff development and training. Answer complex enquiries relating to Court practices and procedures, relevant legislation and the activities of the section.

**Contact Officer:** Lorraine Neave (02) 6267 2765  
Selection documentation may be obtained from Erik Heineback (02) 6267 2706  
Apply: 28  
CC: 148-9012-16915

### DEPARTMENT OF URBAN SERVICES

#### ACT Housing

##### Executive Group

##### Information Systems Section

**Information Technology Officer Grade 2  
\$43,846-\$50,366, Canberra (PN. 10626)**

**Closing date:** 25/5/2000

**Duties:** Undertake a broad range of IT activities on the maintenance and enhancement of the Homenet system as well as providing innovative business solutions to meet the needs of ACT Housing.

Eligibility/other requirements:

Appropriate/technical qualifications as well as knowledge of SQL and UNIX desirable.

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

**Contact Officer:** Di Hickey (02) 62071271 or di.hickey@act.gov.au  
Selection documentation may be obtained from Sally Draper (02) 62071380  
Apply: 34  
CC: 148-9021 16927

#### Environment ACT

##### Environment Protection Section

**Technical Officer Level 2 \$31,568-\$36,333,  
Canberra (PN. 10691)**

**Closing date:** 25/5/2000

**Duties:** Environment ACT's Environment Protection Unit is responsible for the management of air and water quality, hazardous materials, contaminated sites and environmental noise. This is mainly accomplished through the administration of the *Environment Protection Act 1997*. The main duty of this position is to investigate less complex environment protection issues involving mainly noise, and air and water

quality. Environment protection officers also take part in public education programs and provide technical advice. The successful candidate will be expected to have technical knowledge and/or experience appropriate for the position.

**Contact Officer:** John Russell (02) 62076334 or john.russell@act.gov.au  
Selection documentation may be obtained from Rodney Dix (02) 62071819 or rodney.dix@act.gov.au  
Apply: 34  
CC: 148-9028 16937

#### Operations Group

##### Information Planning and Services Branch Electronic Services Delivery Section

Urban Services is extending its online services. You can be one of the team that's bringing new types of services to the ACT community. We are seeking people who are enthusiastic hard workers to manage and drive our Websites, customer service and directory.

**Administrative Service Officer Class 6,  
\$43,846-\$50,366, Canberra (PN. 24512)**

**Closing date:** 25/5/2000

**Duties:** The successful applicant will manage the Urban Services Website, and be responsible for providing expert advice on content and metadata for many of the Department's business units.

Contact Officer and Selection documentation:  
Kerry Webb (02) 62076056  
Apply: 34  
CC: 148-9071 17574

**Administrative Service Officer Class 5  
\$40,598-\$43,048, Canberra (PN. 24515)**

**Closing date:** 25/5/2000

**Duties:** The successful applicant will manage the operation and quality control for the Urban Services Functions and Services Directory, and X. 500-based system which is the prime information resource for the people and services of the Department.

Contact Officer and Selection documentation:  
Kerry Webb (02) 62076056  
Apply: 34  
CC: 148-9071 17574

## EMPLOYMENT (Continued)

**Administrative Service Officer Class 5  
\$40,598-\$43,048, Canberra (PN. 47713)**

**Closing date:** 25/5/2000

**Duties:** The successful applicant will ensure that the Department continues to provide an excellent level of customer service through its online initiatives.

Contact Officer and Selection documentation:  
Kerry Webb (02) 62076056  
Apply: 34  
CC: 148-9071 17574

**Planning and Land Management Group  
Development Management Branch  
Customer Services Section  
Administrative Service Officer Class 3  
\$32,657-\$35,245, Canberra (PN. 13228)**

**Closing date:** 25/5/2000

**Duties:** As a member of a team in the Unit, provide quality customer service to Planning and Land Management Group's clients. Assist customers with information and advice on PALM's policies, procedures, processes and products. Assist applicants/community members with Development Applications, Conveyancing Enquiries and Compliance Certificates.

**Contact Officer:** Adam Pitt (02) 62071916  
Selection documentation may be obtained from Liz Munn (02) 62071913  
Apply: 34  
CC: 148-9020 16951

**Administrative Service Officer Class 3  
\$32,657-\$35,245, Canberra (PN. 3092)**

**Closing date:** 25/5/2000

**Duties:** As a member of a team assist the Unit in providing a quality focussed service to applicants and members of the community on issues rising from proposed or current development applications. Prepare Public Notification/Neighbour Consultation notices, acknowledging submissions and assisting members of the public when inspecting development applications.

**Contact Officer:** Phil Jorritsma (02) 62071915  
Selection documentation: Liz Munn (02) 62071913  
Apply: 34  
CC: 148-9020 16951

**DEPARTMENT OF TREASURY AND  
INFRASTRUCTURE**

**Financial and Budgetary Management Financial Analysis**

**Senior Officer Grade C. \$55,514-\$59,857p.a  
(PN: 1488) Canberra**

**Closing date:** 25 May 2000

**Duties:** As an individual or as a manager of a team, contribute to and oversee the development of budget estimates and financial policies, and report on agency financial and service delivery. In a proactive manner identify and apply information from a range of sources, including benchmarking, in order to negotiate with agencies and provide advice to government on the purchase of services which represent the best value for money. Eligibility/other requirements: Qualifications in economics, accounting or similar field are highly desirable.

**Contact Officer:** Kate Nesor (02)62050360  
Selection documentation Emma Holley (02)62075972  
Apply: 35 or via email:  
recruitment.officer@act.gov.au  
CC: 148-9042-17765

**Financial and Budgetary Management  
Administrative Service Officer Class 6.  
\$43,846-\$50,388p.a (PN: 1320) Canberra**

**Closing Date:** 25 May 2000

**Duties:** Duties may include: assisting in applied financial and capital analysis of general purpose financial statements and issues of government owned departments and commercial enterprises. Oversighting preparation of expense and revenue estimates. Eligibility/other requirements: Qualifications or progress towards qualifications in economics, accounting, or similar field would be an advantage.

**Contact Officer:** Kate Nesor (02)62050360  
Selection documentation Emma Holley (02)62075972  
Apply: 35 or via email:  
recruitment.officer@act.gov.au  
CC: 148-9042-17765

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## Appointments

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**ACT COMMUNITY CARE**

**Technical Officer Level 1 \$29,636-\$30,964**  
Patricia Stradwick: 740-94740, Section 68(1) & 70(1), 26 April 2000.  
CC: 148-9009-16863

## EMPLOYMENT (Continued)

### DEPARTMENT OF URBAN SERVICES

**Administrative Service Officer Class 3**  
**\$32,657-\$35,245**

Lara Zambelli: AGS No 748-53807, Section 68(1), 1/5/2000  
 CC: 148-9020 17776

### Transfer

### ACT COMMUNITY CARE

Jenelle Reading: 260-41951  
 From: Senior Professional Officer Grade C  
 \$54,425-\$58,683  
 ACT Community Care  
 To: Senior Professional Officer Grade C  
 \$54,425-\$58,683  
 Child, Youth and Women's Health Program ACT  
 Community Care, Canberra (PN. 26575)  
 CC: 148-9009-16863

### DEPARTMENT OF URBAN SERVICES

**A. D. Toohey: AGS No 308-58913**

From: Senior Professional Officer Grade B  
 \$65,593-\$73,841  
 Urban Services  
 To: Senior Professional Officer Grade B  
 \$65,593-\$73,841  
 ACT Roads and Stormwater Section Urban  
 Services, Canberra (PN. 46690)  
 (Gazette No 2, 13/1/2000)  
 CC: 148-9019 17040

**C. Hosseen: AGS No 501-40327**

From: Senior Professional Officer Grade B  
 \$65,593-\$73,841  
 Urban Services  
 To: Senior Professional Officer Grade B  
 \$65,593-\$73,841  
 ACT Roads and Stormwater Section Urban  
 Services, Canberra (PN. 46688)  
 (Gazette No 2, 13/1/2000)  
 CC: 148-9019 17040

**A.S. Gill: AGS No 537-55183**

From: Senior Professional Officer Grade B  
 \$65,593-\$73,841  
 Urban Services  
 To: Senior Professional Officer Grade B  
 \$65,593-\$73,841  
 ACT Roads and Stormwater Section Urban  
 Services, Canberra (PN. 46687)  
 (Gazette No 2, 13/1/2000)  
 CC: 148-9019 17040

**I.K. Hickson: AGS No 701-41773**

From: Senior Professional Officer Grade B  
 \$65,593-\$73,841  
 Totalcare Industries  
 To: Senior Professional Officer Grade B  
 \$65,593-\$73,841

ACT Roads and Stormwater Section Urban  
 Services, Canberra (PN. 46689)  
 (Gazette No 2, 13/1/2000)  
 CC: 148-9019 17040

### 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.

## EMPLOYMENT (Continued)

### YOU CAN NOT APPEAL WHEN:

- \* the position is filled from outside the ACTPS, i.e. an appointment (including filling the position by appointing a temporary employee);
- \* the position is filled by the transfer of an officer already at that or a higher level;
- \* you are not a **permanent** officer of the ACTPS; or
- \* you filling the position would not constitute a promotion (except in the case of excess officers).

Unless you are an excess officer, you can only appeal if the person selected by the department would fill the position on **promotion** and, if successful, you would fill the position on **promotion**.

If you are a promotee, where your promotion is one of a number of promotions at the same level made in a selection exercise, and you feel someone may lodge an appeal against your promotion, you may appeal against all or any of the **other** promotees. These appeals are usually called '**protective appeals**', and are treated the same as other appeals. You must still make sure you are eligible to appeal, and that you can show that you are more efficient than those against whom you have appealed. For further information on eligibility to appeal, contact your departmental Personnel Unit or the Office of the Merit Protection Commissioner (MPC) at the address listed below.

### ADVICE TO POTENTIAL APPELLANTS

The following procedures will apply to all appeals unless other appeal procedures are in place as part of a Department's Enterprise Bargaining Agreement. Potential appellants should check with the relevant Personnel Unit as to the appeal procedures applying in that particular Department.

### GROUND OF APPEAL

The only ground of appeal is **greater efficiency**.

### EFFICIENCY

The Promotion Appeal Committee (PAC) is required to determine the relative efficiency of the parties to an appeal. The definition of efficiency is set out in subsection 85 of the PSMA, which states:

- (2) For the purpose of forming an opinion as to the most efficient of the officers concerned, the Committee shall have regard to:
  - (a) the abilities, qualifications, experience, standard of work performance and personal qualities of each officer, to the extent that the Committee considers that those matters are relevant to the performance of the duties of the office; and
  - (b) if and only if the Chief Executive who made the promotion has indicated that, for the purpose of forming an opinion under section 83, the Chief Executive had regard to the potential of officers for further career developments in the Service, or the ability of officers to perform the duties of other offices in the Department of the same or equal classification-that matter.

- (3) A reference in subsection (2) to the abilities, qualifications, experience, standard of work performance and personal qualities, potential for further career development in the Service, or ability to perform the duties of other offices in a Department is, in relation to an officer who is a returned soldier or who is or has been absent on specified defence service, a reference to the abilities, qualifications, experience, standard of work performance, personal qualities, potential for future career development in the Service, or ability to perform the duties of the offices concerned that, in the opinion of the Committee, the officer would have had but for the absence of the officer on active service or on specified defence service.

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

### ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

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

### FORM OF APPEAL

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

- Date of *Gazette*/notice;
- Name of promotee/selectee;
- Department in which promotion/selection made;
- Your full name;
- Your **private** postal address, as well as your work address and telephone number;
- 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.

## EMPLOYMENT (Continued)

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

### WHEN TO LODGE APPEALS

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

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

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

### WHERE TO LODGE APPEALS

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

### ADVICE TO PROMOTEES AND APPELLANTS

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

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

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

- (i) the departmental statement (which consists of all material sent to the PAC by the promoting department); and

- (ii) the written material submitted by other parties to the appeal which addresses their claims to superior efficiency.

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

The departmental statement will be available for you to see in the promoting department, generally at least seven (7) days before the date scheduled for the appeal hearing. It is up to you to seek access, but the department should

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

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

### CONTENT OF STATEMENTS

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

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



## EMPLOYMENT (Continued)

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

### PAC PROCEDURES

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

Once you have lodged an appeal or are aware an appeal has been lodged against your promotions, you will be considered available for interview at any time. Wherever possible, at least seven-(7) days notice of the interview will be given. As a general rule the PAC will expect you to attend for any interview at the time it determines, and will not delay or reschedule hearings without good reason.

The PAC will determine its procedures according to the circumstances of the case before it, but will normally consider the following:

- (a) the departmental statement;
- (b) the written statements of the parties;
- (c) the cases put to the PAC by the parties at any oral hearing or under any alternative arrangements;
- (d) an assessment of the parties at any hearing before the Committee;
- (e) relevant views expressed by supervisors, referees or other persons contacted; and
- (f) any other written information about a party requested by the MPC from the promoting/selecting department under the Merit Protection (Australian Government Employees) regulations.

At the hearing, you may be asked to clarify points from your statement, to respond to questions which test you against the requirements of the position, and to summarise why you are the more efficient officer. You should use this opportunity to elaborate on the claims in your written statement as to why you believe you are more efficient.

Promotees and selectees **must** be prepared to discuss their own efficiency compared with that of the appellant(s). It is not enough to take refuge in the fact that the department chose you in the selection exercise.

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

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

### SUPERVISORS/REFEREES

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

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

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

### B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

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

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

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

An applicant must provide the following details:

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

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.

## EMPLOYMENT (Continued)

However, the grounds for an application for review are required in the initial application. Before lodging an application for review of a non-appealable promotion, you should:

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

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

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

### WHERE TO LODGE AN APPLICATION FOR REVIEW

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

### THE CANBERRA HOSPITAL

#### Pathology Services Branch Core Laboratory

**Wendy Edwards: 256-33509**

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

The Canberra Hospital

To: † Senior Professional Officer Grade A  
\$74,685

Core Laboratory Pathology Services (PN.  
28492)

(30/3/00)

CC: 148-9010-16875 (3149)

### ACT COMMUNITY CARE

#### Integrated Health Care Program, Physiotherapy Services

**Janet Gahan: 747-02101**

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

ACT Community Care

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

Integrated Health Care Program, ACT  
Community Care Canberra (PN. 28777)

(6 March 2000)

CC: 148-9009-16863

#### Integrated Health Care Program, Physiotherapy Services

**Jeanie Weber: 261-24941**

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

ACT Community Care

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

Integrated Health Care Program, ACT  
Community Care Canberra (PN. 28776)

(6 March 2000)

CC: 148-9009-16863

### CHIEF MINISTER'S DEPARTMENT

#### Policy Group

**I. G. Hubbard 504-73017**

From: CMD Manager \$68,304-\$76,800p.a  
Chief Minister's Department

To: CMD Manager \$79,208p.a.

Chief Minister's Department (Canberra)  
(PN: 43435)

Gazette No: 43 (28/10 /1999)

CC: 148-9031-17429

### DEPARTMENT OF URBAN SERVICES

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

#### ACT Housing

#### Business Management Group Property Services Section

**M. S. Miller: AGS No 527-51404**

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

Urban Services

To: † Senior Officer Grade C \$55,514-\$59,857

Property Services Section Urban Services,  
Canberra (PN. 10551) (PS 42, 21/10/1999)

CC: 148-9021 17024

#### Policy Co-ordination Group

#### Transport Policy Section

**J. G Smith: AGS No 609-03148**

From: General Service Officer Level 6  
\$29,503-\$30,994

ACTION

To: Administrative Service Officer Class 4  
\$36,399-\$39,520

Transport Policy Section, Urban Services,  
Canberra (PN. 26784) (Gazette No 9, 2/3/2000)

NOTE: 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: 148-9023 16929

## EMPLOYMENT (Continued)

**Policy Co-ordination Group  
Infrastructure Management Branch  
ACT Roads and Stormwater Section  
Stormwater Asset Management Subsection**

**K. P. Closs: AGS No 336-69333**

From: Senior Professional Officer Grade C  
\$55,514-\$59,857

Urban Services

To: † Senior Professional Officer Grade B  
\$65,593-\$73,841

ACT Roads and Stormwater Section, Urban  
Services, Canberra (PN. 46686)

(Gazette No 2, 13/1/2000)

CC: 148-9019 17040

**Policy and Planning Unit Subsection**

**R. Shoukallah: AGS No 705-35705**

From: Senior Professional Officer Grade C  
\$55,514-\$59,857

Urban Services

To: † Senior Professional Officer Grade B  
\$65,593-\$73,841

ACT Roads and Stormwater Section, Urban  
Services, Canberra (PN. 46691)

(Gazette No 2, 13/1/2000)

CC: 148-9019 17040

**DEPARTMENT OF TREASURY AND  
INFRASTRUCTURE**

**Government Business Enterprises Management  
Branch**

**N. Pulford 715-73260**

From: CMD Officer Class 5 \$40,598-\$43,048p.a  
From: Department of Treasury and Infrastructure

TO Enter Classification: CMD Senior Officer  
\$57,361-\$61,791p.a. Department of Treasury  
and Infrastructure (Canberra )

(PN: 55166)

Gazette No: 45(11/11 /1999

CC: 148-9042-17578

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**ACT Public Service Index of  
addresses**

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- 05 The Recruitment Officer, Director of  
Public Prosecutions, GPO Box 595,  
Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's  
Department, GPO Box 158, Level 3,  
Canberra Nara Centre, Canberra ACT  
2601
- 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>

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<b>Gazette Number</b>	<b>Date</b>	<b>Title</b>
<b>S14</b>	4 May	Instrument No. 123 of 2000 ~ <i>Dangerous Goods Act 1984</i>
<b>S15</b>	4 May	Notice of Revocation of Referral of an Application to the Commissioner for Land and Planning ~ <i>Land (Planning and Environment) Act 1991</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>Radiation Act 1983</i>	Appointment of Joseph Lising as a member of the Radiation Council.	No. 121 of 2000
<i>Radiation Act 1983</i>	Appointment of Jean Bennett as a member of the Radiation Council.	No. 122 of 2000
<i>Duties Act 1999</i>	Guidelines for Motor Vehicle Dealers Authorisation Scheme enabling continuation of the exemption provided under Section 214 of the <i>Duties Act 1999</i> , subject to approval.	No. 124 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>Periodic Detention Act 1995</i>	Periodic Detention Regulations Amendment	No. 20 of 2000

## GOVERNMENT NOTICES (Continued)



### AUSTRALIAN CAPITAL TERRITORY REMUNERATION TRIBUNAL ACT 1995 INSTRUMENT

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

#### **Chairperson and Members of the Finance and Investment Advisory Board**

Dated the 20th day of April 2000.

***Kate Carnell*** MLA  
Chief Minister

### AUSTRALIAN CAPITAL TERRITORY HEALTH ACT 1993

#### DECLARATION

I Michael Moore, Minister for Health and Community Care, HEREBY DECLARE pursuant to section 13AC(1) of the *Health Act 1993* that the BRINDABELLA AND MUGGA WARA ENDOSCOPY CENTRE QUALITY ASSURANCE COMMITTEE established by the private day hospital facility Brindabella and Mugga Wara Endoscopy Centre as an approved private sector quality assurance committee for the purposes of Part 11A of the *Health Act 1993*.

Dated this 30<sup>th</sup> day of April 2000

***Michael Moore*** MLA  
Minister for Health and Community Care

## GOVERNMENT NOTICES (Continued)

### Environment Protection ACT 1997

#### Environmental Authorisations

Notice is hereby given that under Section 49 of the Environmental 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
Read Aircon Mechanical	Use of CFCs and HCFCs	25 Groveland Crescent Isabella Plains
007 Pest Management Services	Pest Control	2 O'Shanassay Street Curtin

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 (02) 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 3<sup>rd</sup> day of May 2000

Environment Management Authority.

## PRIVATE NOTICES

IN THE SUPREME COURT OF THE AUSTRALIAN CAPITAL TERRITORY PROBATE JURISDICTION

IN THE ESTATE OF **ROSS ST. CLAIR MACKENZIE** late of 67/13 Chandler Street, Belconnen in the Australian Capital Territory, Retired Film Producer, Deceased.

NOTICE OF INTENDED DISTRIBUTION OF ESTATE

PROBATE granted by the Supreme Court of the Australian Capital Territory on the 29<sup>th</sup> day of March 2000 of the Will dated the 19<sup>th</sup> day of May 1999.

Pursuant to the Administration and Probate Act 1929, the Family Provisions Act 1969, the Trustee Act 1957 and the Wills Act 1968 Permanent Trustee Company Limited (ACN 000 000 993) the Executor named in the said Will of the said deceased who died on the 5<sup>th</sup> day of January 2000 HEREBY GIVES NOTICE that creditors and others having claims against the estate of the said deceased or who intend to make an application for an order for rectification of the Will dated 19<sup>th</sup> May 1999 of the deceased are required to send particulars of their claims to the said Executor at 23 – 25 O’Connell Street, Sydney NSW 2000 within two (2) calendar months from the date of publication of this notice. At the expiration of that period the Executor will distribute the assets of the said deceased to the persons entitled having regard only to the claims and applications of which it then has notice.

